

Position Description

Job Definition

Title: Director of Foundation Development
Department: Foundation Development
Reports To: COO / CFO
FLSA Status: Exempt
Date Modified: November 19, 2009

Job Purpose

Directs and oversees foundation fundraising staff and with them, designs and creates strategies, proposals, and materials to prospect for and approach new and continuing sources to raise a specified amount of funds each year.

Job Context

This position plays a key role in meeting the Fund's strategic initiatives to increase revenue and raise awareness of the organization among major foundations, such as W.K. Kellogg Foundation, Andrew W. Mellon Foundation, Lilly Endowment, Inc., etc. This position leads a team that writes grants and solicits funding through charitable foundations – cultivating their investment and facilitating giving increases. By soliciting grants from foundations and providing the foundations with a connection to the College Fund, the organization is poised to increase charitable giving, thereby expanding its capacity to disburse monies for scholarships.

The organization's values are the cornerstone for conversations with foundations. Respect, Reciprocity, Relationships, Responsibility and Reasoning are successful ways to approach endowments and foundations. The incumbent could not succeed if he/she were to misrepresent these values to foundations

Job Responsibilities

1. Directs and oversees department activities and plans.
 - a. Formulates strategies and annual plans to raise funds from new, current, and lapsed donors (independent, private foundations, family foundations, trusts, and donor advised funds).
 - b. Analyzes project activity to determine compliance, progress, and potential challenges.
 - c. Recommends and tracks corrective action with project grants.
2. Develops and maintains professional relationships with all major foundations (i.e. W.K. Kellogg Foundation, Andrew W. Mellon Foundation, Lilly Endowment, Inc., etc.).
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3. Oversees the solicitation of funds from Foundations.
 - a. Raises funds that meet or exceed department's annual fundraising goals.
 - b. Oversees submission of all foundation grants.
 - c. Monitors grant processing, including submission of applications, reports and other information requested or required by donors.
 - d. Reviews and ensures accuracy of interim and final reports on project grants for donors.
 - e. Assists the foundations fundraising team in writing and submitting funding proposals to local and national private funding sources.

4. Coordinates fundraising, research, and reporting efforts with other directors and leaders.
 - a. Oversees creation and distribution of specialized internal communications, such as general proposal templates and specialized program reports.
 - b. Oversees creation and distribution of specialized external communications, such as foundation mailings, and grant press releases.
 - c. Develops additional opportunities for support in programmatic areas (overall needs of the tribal colleges, general scholarship disbursement).

5. Directs administration of the Foundation Relations department.
 - a. Creates and manages department budget.
 - b. Provides reports (monthly and quarterly) to management and the Board regarding the results of fundraising efforts.

Job Requirements

Competencies

- Understanding of national philanthropic sector
- Demonstrated experience and proven track record with grant writing, development of annual fundraising plans, and fundraising result
- Experience/knowledge of funding sources (public and private), fundraising (including non-profit) and grantsmanship.
- Demonstrated experience working with diverse cultures. Experience in higher education and familiarity with tribal colleges and American Indian culture, education and communities desired.
- Knowledgeable about computer systems and donor software, particularly Microsoft Office and Raiser's Edge experience desired.
- Exemplary writing, communication, and project management skills essential.
- Knowledge of grant program management.
- Strong organizational skills, with ability to handle multiple tasks and meet deadlines. Successfully operate under time pressure, work in and lead teams to accomplish tasks.
- Ability to take initiative to solve challenges, and to work with organizational teams to support fundraising efforts.
- Supervisory experience

- Personal characteristics sought include initiative, discretion, mature judgment, positive attitude and an entrepreneurial spirit.

Education / Experience / Certification Requirements

Bachelor's degree in a related field or equivalent

At least four years experience in fundraising, grant writing and resource development. Experience leading and motivating teams.

Preferred Qualifications: Master's degree. Supervisory experience.

Problem Solving

Makes decisions independently; devises unique and qualified solutions to complex problems requiring innovation and creativity

Interpersonal Contacts

Interacts with all employees on a project basis. Represents the College Fund to major foundations and endowments.

Consequences of Error

Large Monetary Impact. Potential errors create costs that cannot be mitigated. This includes loss of donor relationships, fines, and other expenses that cannot be recouped directly. Errors would typically create a cost of over \$50,000.

Responsibility for Work of Others

Leads the Foundation Relations team, providing direct supervision to team members. Also provides project management to others related to internal and external communications.

Direction Received

Minimal supervision. Consults supervisor concerning unusual problems.

Essential Physical Requirements

- Ability to lift twenty pounds.

- Multi-tasking with a variety of different responsibilities.
- Valid Driver's License.
- Ability to travel extensively to meet with donors and for other Fund-related activities.

Note: This description is intended to capture the uniqueness of the position. It is not intended to be an all-inclusive list of every task the incumbent may be asked to carry out. Other duties may be assigned from time to time that differ from the responsibilities listed here.

Resumes can be sent to:

American Indian College Fund
Human Resources Department
8333 Greenwood Boulevard
Denver, CO 80221
(303) 426-8900 (Office)
(303) 426-1200 (Fax)
or via email: applications@collegefund.org