



Job Description

JOB TITLE: Corporate & Foundation Officer
REPORTS TO: Director of Major Gifts
SALARY GRADE: 17
PREPARED BY/DATE: C. Flynn 04/07
APPROVED BY/DATE: G. Kaufhold 04/07

DEPARTMENT: MDC Foundation
CALENDAR CODE: PEC
FLSA STATUS: Exempt
JOB CODE: 2932
REVISED: 04/07

SUMMARY: The Corporate & Foundation Officer reports to the Director of Major Gifts and provides direction for the corporate and foundation fundraising efforts for the College. Responsible for increasing the visibility of the College in the area.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Identifies, cultivates and solicits corporations, corporate foundations and private foundations for major gifts.

Works directly with the campus development officers and deans/faculty to develop new approaches to foundations and coordinates these contacts to initiate the cultivation/fundraising process.

Identifies emerging business leadership and industry trends with a special emphasis on developing high value-exchange corporate alliance; identifies, cultivates and solicits large philanthropic commitments to support the mission and goals of the college.

Conducts 10-15 face-to-face meetings per month with prospects for purposes of discovery, cultivation, solicitation, and stewardship.

Maintains a portfolio of at least 100 prospects for gifts of \$10,000 and higher.

Maintains an active understanding of the programs of the College and translate those programs to opportunities for donor support.

Prepares written gift proposals for prospects.

Makes recommendations for gift restrictions and decides about naming opportunities.

Prepares gift agreements for new gifts, as required.

Performs related duties as required or deemed appropriate to accomplish the assigned duties and responsibilities of this position.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of cultivation, solicitation, and stewardship strategies and techniques, particularly in the area of corporate and foundation fundraising techniques.
- Knowledge of methods, practices and procedures for obtaining information about the giving programs of corporations and foundations.
- Excellent organizational skills, presentation skills and communication skills (both oral and written).
- Excellent interpersonal and networking skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.

- Strong leadership skills with the ability to be persuasive and influential.
- Demonstrated ability in grant and proposal writing at appropriate levels for varied proposal development.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to effectively present information and respond to questions from top management, groups of managers, clients, customers, and the general public.
- Ability to maintain a high level of poise and professionalism in all circumstances.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to take primary responsibility for diverse number of projects and to complete them in a timely manner with limited supervision.
- Ability to work in a multi-ethnic and multi-cultural environment with user communities of diverse backgrounds and skill levels.

MINIMUM REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Bachelor's degree in a related field of study such as Business, Public Relations, or Marketing and seven (7) years of experience in development, non-profit marketing or related field (preferably in an academic environment). At least two (2) years of major gift fundraising or upper-level annual fund work is required with demonstrated track record. Evening and weekend work is sometimes required.

COMPUTER TECHNICAL SKILLS:

To perform this job successfully, an individual should have a strong knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook). Strong knowledge of Blackbaud's Raiser's Edge donor management system preferred or similar development software.

SUPERVISORY RESPONSIBILITIES:

None

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must occasionally lift and/or move up to 10 pounds. The employee is frequently required to stand; walk; talk and hear; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TRAVEL: Employee may travel locally up to 15%.