

POSITION ANNOUNCEMENT

Madonna University

Job Title: Corporate and Foundation Relations Manager

Position Status: 40 hours per week

Department: University Advancement

Reports To: Vice President for Advancement

SUMMARY

This position will identify, define and develop funding sources to support existing and planned program activities as well as lead the development, writing, and submission of grant proposals to federal, state, and private funding agencies. Additionally, this role will work closely with others to engage and steward previously awarded grants and the relationships with granting organizations.

Primary responsibilities include preparation of proposals and grant applications, and performance of responsible professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities in areas that support Madonna University programs. The position is also responsible for collecting, analyzing, and reporting data on the performance of program activities that are funded by federal, state, and private funding agencies. Occasional liaison work with federal and state entities or advocacy groups.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates and plans development activities for the Grant Writing Program. Cultivates, solicits, and stewards a portfolio of gift prospects to achieve annual, campaign, and special project fundraising goals.
2. Works with the President, Vice President for Advancement, members of the Board of Trustees, academic leaders, and other volunteers on cultivation and solicitation of grants in a manner that is consistent with the University values, professional ethical practices, and individual integrity.
3. Develops and implements a plan to serve as a liaison to faculty and staff around campus to successfully collaborate with and assist others in the submission of grants.
4. Develops and executes proactive annual action plan that includes metrics for outreach, donor interactions / visits, and dollars raised.
5. Works in concert with the Gift Officers to meet unrestricted giving departmental goals and help to develop a vibrant giving culture.
6. Researches and evaluates prospects for connections to the University and giving capacity using available tools and technologies.
7. Drafts correspondence and formal proposals for donors, as well as gift agreements to document terms of completed grants.
8. Identifies corporate and foundation opportunities, works with campus constituents to identify internal needs and with Advancement staff in making proposals/applications for grant funding.
9. Documents all activity in a timely and complete manner regarding personal or corporate visits and other relevant contacts with donors to ensure accuracy of database information.
10. Participates in regularly scheduled meetings with the Vice President for Advancement to proactively develop strategies, action plans, and report results on grants.
11. Supports the overall Advancement programs of the University, including active participation in events.
12. Supports liaison work with federal and state entities or advocacy groups.
13. Other duties as assigned.

QUALIFICATIONS: The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. May require additional work hours, including some evenings, as well as off campus assignments and travel.

EDUCATION AND EXPERIENCE:

Bachelor's degree required with Masters preferred, and a record of five or more years of progressively responsible fundraising experience, preferably in higher education. Prior experience with corporate and foundation relations and or grant-writing highly preferred technology/computer skills are required for the purposes of prospect identification, tracking and reporting; excellent communication, relationship-building and organizational skills, as well as personal initiative and goal-orientation, are essential. Team player who understands and accepts the necessity of working collaboratively toward common goals, as well as a commitment to the mission of a Catholic, religiously-sponsored higher education institution.

TO APPLY: Current employees: Complete the internal application on **MY Portal >Employee Resources>Human Resources**

External candidates:

- 1) Complete the **application on our website Madonna.edu>Employment>APPLY NOW**
- 2) Email and attach a **letter of intent** and **resume/CV** to **hr@madonna.edu**

MADONNA UNIVERSITY: A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.