



Job Description

POSITION TITLE: Director of Corporate and Foundation Giving

CLASSIFICATION: Assistant Manager

FLSA Status: Exempt (Administrative)

POSITION SUMMARY: The Director of Corporate and Foundation Giving will research, write and prepare proposals for submission to potential funding sources to obtain funds for ongoing or new programs and projects, and work on cultivating gifts from new and existing corporate and foundation donors through personal contact and small events. The Director of Corporate and Foundation Giving must possess strong people skills, be able to work independently - with minimal supervision, exercise sound judgment in completing tasks of the position and enjoy a varied work schedule and job tasks.

POSITION QUALIFICATIONS –

- Four year college degree. Experience in the nonprofit sector, including grant writing experience required
- Demonstrated ability to express and transmit ideas in a clear and organized manner, both orally and in writing
- Demonstrated ability to analyze grant proposal requirements to cull critical components and effectively and comprehensively address those critical components in completing the grant.
- Ability to read and understand nonprofit budgets
- Excellent computer skills in Microsoft Office
- Organized, friendly and professional
- Ability to establish and maintain working relationships within and outside the agency in a professional manner
- Current and valid driver's license and liability insurance

TECHNICAL COMPETENCIES –

The Director of Corporate and Foundation Giving will...

Grant Writing and Management

- Research and identify possible funding sources and maintain grant schedule.
- Write and submit proposals according to grant guidelines for corporate, government and foundation funders; track proposal status and provide follow up as needed; maintain relationships with funding sources.
- Research, collect and maintain files on program data, community statistics, and related research.
- Evaluate grant opportunities, program needs and program information/proposal requirements in terms of funding needs, agency mission, goals and objectives, scope, feasibility, program evaluation systems

and procedures, data collection and maintenance, and sustainability, working with Director, Finance Manager and Program Managers.

- Work closely with Advancement Manager to ensure consistent agency messaging and to create press releases, year-end reports, and other communication materials.

Fundraising

- Work with the Executive Director and Board Members to identify potential corporate and foundation donors and plan and coordinate the development of relationships with same. Actively cultivate and engage assigned donors.
- Create opportunities for social interaction among smaller groups of key corporate and foundation donors, including planning and successfully implementing these events.
- Participate in public speaking and fundraising outreach events to introduce new corporate and foundation donors to CYFS and raise awareness of agency services.
- Keep thorough and timely records of information about contacts with donors in the agency donor management system.
- Assist the Advancement Manager in all areas of fund and friend-raising as needed and requested.

Supervision

- Meet regularly with supervisor to coordinate efforts and keep supervisor informed about progress on initiatives to most effectively meet advancement program needs.

Administrative

- Work with Director, Manager, and Board as appropriate to develop and maintain agency advancement strategy, work plan, and calendar, including setting fundraising goals.
- Provide back up support for all functions of advancement department in the absence of the Advancement Manager.

CORE COMPETENCIES -

All CYFS Employees will...

Communication

- Maintain appropriate lines of communication within the agency.
- Develop and maintain working relationships with other community agencies in related fields.
- Provide clear and accurate information to potential clients, the community, other agencies and funders regarding the agency's function and current programs.
- Know and understand the agency's philosophy and mission.

Integrity

- Treat people in a caring and respectful fashion, mindful of individual, cultural and ethnic differences.
- Maintain appropriate professional boundaries with clients, colleagues and donors.
- Protect privacy and confidentiality of clients, colleagues and donors.
- Be respectful in verbal and written communication to and about clients and colleagues.

Planning/ Work Performance/Supervision/Enhancing Agency

- Set appropriate priorities and plan work systematically.
- Demonstrate problem solving, learn/use equipment/technology and use resources in a responsible manner.

- Report routinely to supervisor and utilizes supervision to provide quality services.
- Adhere to the guidelines of the agency set forth in the Agency Manual (aka “Personnel Policies”).
- Attend and participate in scheduled training seminars and on-going general agency staff and program team meetings.
- Perform basic administrative tasks, including reports and statistical summaries, and other duties, not listed here, deemed necessary for the well-being of the agency.

I have received and have had the opportunity to discuss the job description (above), copies of the performance evaluation form and an organizational chart for CYFS.

Printed Name

Signature

Date