



TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

Director of Corporate and Foundations Relations

Position Summary: The Director of Corporate and Foundation Relations will be externally facing and have responsibility for identifying corporate and foundation prospects, cultivating relationships with them, developing funding proposals to solicit and secure philanthropic support. S/He will be responsible for both identifying external support and opportunities (RFPs, foundation guidelines, etc.) through the management of a significant portfolio of 150 prospects by direct identification, cultivation, solicitation and stewardship by identification, cultivation, solicit in support of goals and priorities; effectively communicating the mission and values of the college and collaborating with colleagues across the campus. S/He will solicit and manage corporate sponsorships for annual fundraising events. S/He must be able to work independently, manage multiple responsibilities and possess the ability to work under stress to meet competing deadlines. This position requires travel, including overnight, working irregular hours including weekends as needed.

Duties:

- Oversee the development and submission of corporate and foundation grant proposals, including drafting, writing, preparation of supporting documentation and collection of required attachments
- Manage a significant portfolio of 150 prospects by direct identification, cultivation, solicitation and stewardship
- Coordinate and schedule prospect visits for the Vice President, Provost, and other senior leaders for the purpose of presenting concept papers and/or proposals for consideration.
- Build relationships with external corporate and foundation funders through visits, correspondence, and regular communication
- Prepare concise and compelling letters of inquiry, grant proposals and other supportive materials for cultivating and soliciting support from current and prospective private foundations and corporations.
- Solicit corporate sponsorships for annual fundraising events by identifying prospects, submitting proposals, tracking responses, issuing invoices as needed, greeting and following up with sponsors at events
- Track all grant and sponsorship activity, including application and reporting deadlines
- Lead corporate and foundation reporting of private foundations including but not limited to outcome narratives, students awarded and budget summaries.
- Develop individualized strategies for corporate and foundation prospects and donors
- Research various public/private databases for grant opportunities and identify agencies and opportunities related to scholarships, faculty and staff development, academic programs, capital improvements and other priorities.
- Staff the President, Vice President and other college officers in support of fundraising calls.
- Work collaboratively with institutional administrators, faculty, colleagues and partners to identify, develop and frame existing programs and plans that have the potential to attract grant and sponsorship funding.
- Keep abreast of current best practices in the Institutional Advancement profession and evaluates new and emerging ideas for potential implementation.

- All other duties assigned by the Vice President for OIA

Required Knowledge, Skills, and Abilities:

- Master's degree and ten or more years in fundraising.
- Strong organization and strategic instincts, team oriented and proactive management style that results in effective decision making and attention to detail; ability to work in a fast paced environment.
- Demonstrated superior oral and written communication skills; possession of high energy and integrity.
- Ability to multi-task, manage time effectively, work independently, work effectively as a leader and as a team member, make sound judgements, be flexible, formulate clear policies, follow-up with staff and volunteers and hold staff accountable for performance goals.
- Ability to work with a wide variety of constituent groups including students, faculty, staff, trustees, alumni, friends and the community.
- Possession of tolerance, understanding, sense of humor, excellent organizational skills, solid analytical and interpretative skills, computer skills including usage of database software.

The above listings of duties and responsibilities are not exhaustive and are subject to review and change. Other duties maybe performed as assigned.

Date of Position Opening: August 18, 2023

Application Deadline: Until position filled

Job Listings: <https://www.tougaloo.edu/about-tougaloo-college/jobs>

****Email App/Resume/Cover Letter to:** TougalooCareers@tougaloo.edu

Physical Address: Tougaloo College
Attention: Director of Human
Resources 500 West County Line Road
Tougaloo, MS 39174

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY, OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER