NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Director for 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, solicitation 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.

**Experience/Qualifications:**

- 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

Date of Position Opening: July 2, 2020

Application Deadline: Open Until Filled

Salary: Commensurate with experience.

Mail Documents to: Tougaloo College
Attention: Director of Human Resources
500 West County Line Road
Tougaloo, MS 39174

Fax Documents to: (601) 977-7866

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

HR/03/07/18