Title: Foundation Relations and Corporate Development Officer

Position Summary:

Under the direction of the Vice President for Development, the Foundation Relations and Corporate Development Officer will: steward corporate partnerships and grant funders, identify new corporate prospects, prepare proposals, make presentations, develop campaign and multi-year corporate packages, secure commitments and participate in corporate recognition, write grant proposals, discover grant opportunities and act as a resource for third-party fundraising groups.

Duties and Responsibilities:

- Identify emerging corporate leadership and industry trends with special emphasis on developing, cultivating, soliciting and stewarding philanthropic support.
- Identify, secure and maintain high quality stewardship process for corporate prospects and donors. Maintain existing strategic alliances.
- Responsible for cultivating and sustaining relationships with foundation and corporate grant funders.
- Manage a portfolio of a minimum of 100 Corporations and Foundations.
- Develop customized multi-year corporate sponsorship proposal packages, to include multiple campaigns and or events.
- Responsible for discovering grant opportunities that match the objectives of the institution. Work in collaboration with appropriate faculty or staff in submitting proposals.
- Coordinate grant administration, in monitoring measurable outcomes and expense amounts.
- Submission of timely grant reports and closeout of grants and attention to deadlines is imperative.
- Responsible for publicizing grant awards and donor recognition, working with Foundation staff.
- Act as a resource for some third-party groups (internal departmental and external community groups and organizations) in their efforts to organize and implement fundraising events in support of the Upstate mission and provide appropriate recognition.
- Create customized presentations based on the needs of the donor, must be consistent with the mission of The Upstate Foundation.
- Implement mini campaigns, assist donors to establish new funds and or endowments, and assist the Foundation’s communication team in the creation of related marketing materials.
- Occasional weeknight or weekend work may be required.
Travel:

- This position requires some travel, primarily within the 17-county region of Central New York. A valid driver’s license and access to a reliable vehicle is required. Use of a personal vehicle is reimbursed at the prevailing IRS standard mileage rate.

Qualifications:

- A bachelor’s degree is required. A minimum of three years of senior level development experience or three years senior level business to business sales experience is required. Excellent communication skills, including writing and oral presentations.

- Experience using donor database systems and online grant research and application systems preferred. Ability to track stewardship and reporting requirements, analyze data to create objectives and measure success. Impeccable integrity and the ability to work in a collaborative environment. Demonstrable, experience in new prospect identification and cultivation in a senior development or sales role. Successful history of fundraising.

- Ability to direct and perform confidential detailed work with accuracy under deadline pressure.

Compensation:

- Commensurate with qualifications.

- Excellent benefits package.

To Apply:

For additional information and to apply for this position (Job # 73223) please go to Upstate’s Human Resources website: http://www.upstate.edu/hr/jobs/