



Director of Corporate and Foundation Relations

Mission & Vision

Our mission at The Priority Center is to deliver life-changing programs to assist people in crisis by giving them the tools and support necessary to end the generational cycle of trauma- including prevention of child abuse and neglect, through early intervention and mental health services and advocacy. We value every individual's right to grow up and live in a safe and nurturing environment.

How We Help

The Priority Center's 10 different life-changing programs are designed to work with each family's or individual's unique needs to directly serve those in need, reach those we can engage in our work, and teach those whom we cannot directly serve.

Job Summary

The **Director of Corporate and Foundation Relations** is responsible for managing all aspects of corporate and foundation philanthropy. Reporting to the Director of Development, the Director of Corporate and Foundation Relations plays a significant role in The Priority Center's short-term and long-range plan to build and strengthen core fundraising activities.

In carrying out this objective, the individual will be responsible for developing and implementing a solicitation strategy that includes prospect identification, cultivation, and stewardship. The Director of Corporate and Foundation Relations must have excellent communication and presentation skills and the ability to manage multiple projects simultaneously.

While an integral part of the Development team, this individual must be self-motivated and goal-driven and able to work with a high degree of independence. The Director of Corporate and Foundation Relations must be comfortable and confident in dealing with all levels of leadership, corporate and foundation executives and high-capacity donors.

Duties/Responsibilities

- Manage a portfolio of up to 150 corporate and foundation prospects and donors per year and conduct an average of 20 meetings per month.
- Identify new corporate and foundation prospects with an emphasis on building a robust giving program.
- Develop, manage and implement stewardship, cultivation and solicitation strategies for the purpose of seeking financial support, during and after grant cycles.
- Create and present proposals for corporate sponsorships, direct giving and cause-related marketing.
- Prepare regular reports and updates on corporate and foundation programs.
- Oversee the Corporate Task Force, including interface with members and organize and lead monthly meetings.
- Supervise and work closely with the grant writer in developing funding proposals and ensuring all documentation-- grant applications, LOIs and reports—required by prospective funders are reviewed and submitted by their appropriate deadlines.

Ending the cycle of generational trauma

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- Supervise the Donor Database Coordinator to assist with the grant application process and stewarding corporations and foundations.
- Document and track engagement activities in Salesforce, while maintaining confidentiality of donor information.
- Work collaboratively with development team and event volunteers on all corporate aspects of fundraising events.
- Participate in and work on programs and events as a member of the development team.
- Other duties as assigned.

Qualifications:

- Bachelor's degree and 3-5 years related experience, including experience working at a senior level
- Experience asking for and closing major gifts
- Experience building and maintaining long-term relationships with fundraising constituents such as major donors, foundations and corporations.
- Experience in a nonprofit setting/fundraising environment
- Effectively communicate via presentations, conversations, and documents
- Expert knowledge of current and evolving trends in major gifts giving and solicitation
- Knowledge of advanced gift planning concepts
- Proficiency in synthesizing materials from multiple sources into a coherent and accurate summary
- Experience with tracking engagement in Salesforce or similar
- Must be flexible to work outside the normal schedule to accommodate and support evening events and occasional weekend fundraising/volunteer projects

COVID-19 Considerations:

We enforce weekly testing for unvaccinated or undisclosed staff. We provide masks, hand sanitizers, require daily temperature, and enforce social distancing.

Salary Range: \$70,000 - \$78,000 annually

To Apply/Contact Information:

Current interested applicants please submit current resume to: HR@theprioritycenter.org

Our Website:

<https://theprioritycenter.org/>