Director of Corporate & Foundation Relations
Institutional Advancement

The Director of Corporate and Foundation Relations is responsible for the support of a comprehensive corporate and foundation relations program which results in financial support of a broad range of departmental, school and college-wide initiatives. This is a full-time position which reports to the Vice President for Institutional Advancement.

Responsibilities:

I. Secure funding from foundations, corporations, vendors and other grant-making organizations to support institutional priorities.
   - Act as a primary writer for grant applications.
   - Perform all required grant administration, including periodic reporting, coordination of matching gift/challenge grant requirements, and other post-award activities.
   - Manage stewardship responsibilities for corporate and foundation prospects and donors.
   - Provide support for special projects, particularly written materials for funding priorities as needed.

II. Design, implement, and manage a comprehensive development plan focused on expanding and enhancing corporate and foundation relationships.
   - Develop achievable goals for the solicitation schedule and submit proposals to meet deadlines.
   - Collaborate with Academic Affairs, deans, program directors, department chairs and faculty members to develop programs/proposals and identify measures that strengthen the case for support.
   - Establish and cultivate relationships with government, corporate and foundation grant makers, utilizing senior college administrators, key alumni and friends of the college, and college events where appropriate.
   - Work with the Institutional Advancement team to coordinate corporate and foundation requests with major gift solicitations to individuals.

III. Regularly research, qualify, and rate the CFR prospect pool
   - Act as the primary researcher for corporate and foundation funding opportunities using a variety of tools, including Foundation Directory Online.
   - Coordinate with the Institutional Advancement team to identify key alumni and trustees whose profiles could support corporate and foundation solicitations.

IV. Function as a clearinghouse for all corporate and foundation fundraising and collaborate with the Director of Sponsored Programs to maximize funding opportunities.
   - Monitor proposal activity and produce quarterly and annual grant activity reports.
   - Examine local, state, and federal funding opportunities that may support institutional fundraising priorities.

Knowledge/Skills/Abilities Required:
- Knowledge of cultivation, solicitation, and stewardship strategies and techniques, particularly in the area of corporate and foundation fundraising techniques.
- Superior writing skills and attentiveness to detail.
- Ability to communicate Canisius College’s mission and programs with sincerity, enthusiasm, and persuasion.
- Outstanding oral and interpersonal communication skills.
- Excellent organizational and analytical skills.
- Demonstrated knowledge of methods, practices and procedures for obtaining information about the giving programs of corporations and foundations.
- Self-motivation and discipline to regularly set and achieve work goals.
- Ability to initiate and build relationships with prospective corporate and foundation donors, and interact via telephone and in person with institutional representatives.
- Demonstrated ability to take primary responsibility for diverse number of projects and to complete them in a timely manner with limited supervision.
- Willingness to travel as required.
- Ability to work evenings and weekends as required.

Education and Experience:
- Bachelor’s degree is required, master’s preferred.
- A minimum 1-3 years demonstrated successful corporate and/or foundation fundraising experience preferably in higher education.
- Demonstrated ability in grant and proposal writing.

To apply, send your letter of interest and resume to: Human Resources, 2001 Main Street, Buffalo, NY 14208 or hr.recruiter@canisius.edu (put CORPORATE in the subject line of the email) by February 26, 2016.

Canisius College, a Catholic and Jesuit university, is an independent, co-educational, medium-sized institution of higher education. Minority candidates strongly encouraged to apply. Canisius College is an Equal Opportunity Employer.