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# Example of Director, Foundation Relations Job Description

Our company is growing rapidly and is hiring for a director, foundation relations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for director, foundation relations

* Assume responsibility to facilitate work of the Corporate Giving Committee of the USAFA Endowment Board and support board activities as requested
* Implementation and execution of activities and communications
* With the Senior Director, plan and implement broad-based, coordinated
* Assist in developing strategies for assigned corporate, foundation and/or association prospects to cultivate, solicit, and steward their support
* Support faculty in developing, maintaining and enhancing relationships with corporate and foundation funders
* Prepare background information, assist with briefings, visits
* Work closely with other university offices (e.g., sponsored research, industrial contracts), understanding their roles and functions, in order to collaborate effectively with external funders and ensure proposals and agreements are in compliance with university policy
* Stewardship and communication
* Serves as consultant to Community Services Team to support development of high-impact programs and strategies that will appeal to both public and private funders
* Manages the grants and corporate relations team, including hiring, orientation, supervision, and evaluation

## Qualifications for director, foundation relations

* Familiarity with funding databases is a plus
* Relevant development experience
* This position requires an individual who can work independently, while coordinating with the Senior Director, Foundation Relations and other prospect managers within OFR, along with divisions and departments across campus
* The successful candidate must possess excellent communication (verbal/written), interpersonal, organizational, proofreading and editing skills
* The nature of the work requires good judgment in working with sensitive/confidential material, initiative, and persistence in order to collect and obtain the necessary information for foundation reports
* Candidate must possess ability to work under pressure with frequent interruptions