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# Example of Director, Foundation Relations Job Description

Our growing company is searching for experienced candidates for the position of director, foundation relations. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for director, foundation relations

* Establish annual plans and develop strategies to renew and grow institutional support
* Participate in long-term planning project development that engages foundation donors
* Work closely with other departments to gain knowledge of programs and conceptualize new cases for support
* Participate in Development Department special events such as opening nights, patron events, Gala
* Identify new sources of government, corporate and foundation support through prospect research, participation in outside affinity groups such as Minnesota Private College Council Corporate, Foundation, and Government group), and the Minnesota Council of Nonprofits
* Develop and manage a thoughtful stewardship strategy for corporate and foundation donors
* Learn and co-manage Sponsored Programs Office central database (InfoEd) to track grants submitted, pending, received, and provide analysis on grants pending or anticipated
* Work with grant accountant (Finance Office) to ensure financial reports are completed on time and grants are closed in a timely manner
* Provide training, including presentations, to staff and faculty on proposal and program development, searching for funding, and other related topics
* Other duties as assigned, including staffing select University events which will require occasional evening or weekend duties

## Qualifications for director, foundation relations

* Proven ability to translate highly technical information and concepts into easily readable language
* Ability to secure and facilitate contacts between potential funders and University academic leadership, faculty and staff
* Ability to juggle priorities and meet deadlines
* Experience in budget development
* Flexibility and ability to work in high-pressure, fast-paced environment
* Bachelors Degree and 6-8 years experience in fundraising or related areas such as budget preparation, strategic planning, goal-setting, and supervision, or equivalent combination of experience and education