

Director, Foundation Relations  
Villanova University

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<b>Job Title</b>	Director, Foundation Relations
<b>Department</b>	
<b>Institution</b>	Villanova University Villanova, Pennsylvania
<b>Date Posted</b>	Jul. 5, 2018
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Development/Institutional Advancement
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**Job Description**

Director, Foundation Relations

Posting Number: 20181775S

Position Type: Staff

Recruitment Type: Internal/External Applicants

Work Schedule: full-time/12-months

Department: 604 - University Advancement

Position Summary

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As part of a central development staff, the Director, Foundation Relations will work across the University with faculty, staff, and administrators to surface, conceive, and implement fundraising initiatives targeted at private and corporate foundations in support of the University's strategic objectives and fundraising goals. The Director will work directly with faculty and staff to understand, synthesize, and articulate opportunities to potential private and corporate foundation prospects. The Director is responsible for proactively identifying, cultivating, soliciting, and stewarding private and corporate foundations on a local, regional, national, and international level. The incumbent will manage a personal portfolio of private foundation relationships, which will include leading the planning and implementation of major fundraising efforts on behalf of faculty and staff constituents and in support of University priorities. This position will also assist, where necessary, on corporate proposals. Villanova is a Catholic university sponsored by the Augustinian order. Diversity and inclusion have been and will continue to be an integral component of Villanova University's mission. The University is an Equal Opportunity/Affirmative Action employer and seeks candidates who understand, respect and can contribute to the University's mission and values.

### Duties and Responsibilities

\* **FOUNDATION RELATIONS:** Serve as lead development officer on a select portfolio of institutional prospects, managing all phases of the development process, including: Identification, qualification, cultivation, solicitation, and stewardship; perform extensive research and analysis of potential alignments; Keep updated on institutional news and giving trends; Proactively identify faculty projects & institutional initiatives that align well with private and corporate foundation interests; Initiate, design, execute, and evaluate strategies and tactics to expand the pool of private foundation prospects and create connections that lead to sustained relationships; Develop and execute strategies to engage private foundations based on capacity and alignment with University priorities and strengths to significantly grow funding coming into the University from private and corporate foundations; Identify and effectively leverage highly-placed internal advocates (e.g., Board of Trustees, Presidents Advisory Council, and Advisory Board members) that can help secure private and corporate foundation funding; In consultation with the Senior Director of Corporate and Foundation Relations, lead the development and execution of a strategic plan for private foundations that will fulfill the University's objectives and support the campaign; Based on this strategic plan, develop and deliver, as required, a customized presentation to senior University leadership.

\* **RESEARCH/PROPOSAL DEVELOPMENT:** Develop detailed plans to cultivate and solicit a targeted preset number of private foundations; Develop and execute a specified number of in-person institutional meetings with potential funders, either on-campus or at the funders location; Contact institutional officials on a regular basis to proactively explore areas of synergy, and introduce faculty

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and programs to institutional officers; Communicate with foundations through emails, calls, and visits; Coordinate meetings for institutional representatives with faculty and senior leadership; Perform gift acknowledgement and grant reporting; Draft, edit/review, finalize letters of inquiry and full proposals on behalf of and in coordination with faculty; Ensure that proposal ideas align with private foundations focus areas and interests.

\* **FACULTY/PROGRAM ENGAGEMENT:** Work directly with faculty and University staff to surface, explore, synthesize, articulate, and prioritize ideas for philanthropic solicitation from private and corporate foundations; Manage discussions with internal and external partners to strengthen engagement with faculty in developing initiatives that will enhance future private and corporate foundation support; Bring funding opportunities to appropriate faculty and staff; Convene and collaborate with faculty from various disciplines and staff members to develop projects that align with specific private and corporate foundation interests.

\* **MANAGEMENT RESPONSIBILITIES:** With the aid of an administrative assistant, follow through on correspondence, meetings, reports, and travel, etc.; Ensure effective stewardship and reporting on grants and programs associated with private and corporate foundation donors; Represent Foundation Relations at all University Advancement staff meetings; With the help of University Advancement (UA) Communications, design, launch and maintain a Foundation Relations web site that serves as a funding resource for faculty and staff; Seek organizational memberships and attend events that will help raise the University's visibility, and its chances of obtaining funding from local private foundations; When appropriate, coordinate with UA Communications to develop press releases and media announcements for private foundation gifts; Develop a strong dotted line relationship with any individuals embedded in the colleges who are engaged in soliciting funding from private foundations; Ensure that all philanthropic private foundation grants coming into the University are handled through UA gift processing and counted towards the campaign fundraising goal; Maintain timely and complete records (contact reports, gift projections, etc.) within Salesforce; Utilize Cognos to track all private foundation proposals, including pipeline, pending, accepted and rejected; Working with UA Development Services, ensure that private foundation gifts are accurately recorded in the system and that automated reports are run on a regular basis; Develop and maintain a Foundation Relations calendar that tracks private and corporate foundation grants and stewardship requirements; Seek opportunities for professional development that will enhance job performance and allows for peer-to-peer discussions.

Minimum Qualifications

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\* Bachelors degree required.

\* The successful candidate must be a proven Foundations Relations practitioner that has led a Foundation Relations program at a major university. They will be required to demonstrate successful experience in securing private foundation funding and establishing and maintaining productive relationships. Demonstrated experience developing a strategic plan to increase private foundation funding at a university will be highly desirable. Candidates should have established connections, and a proven track record of success securing funding from major national and Philadelphia-area private foundations. A commitment to higher education and a strong desire to associate with Villanova University and champion its mission required. Understanding of the University culture and the process for decision making and program development required.

\* 7 or more years experience leading a Foundation Relations program at a major university.

\* Exceptional communication skills (verbal, written) are required. Must possess the ability to work effectively with senior foundation executives and program officers, as well as faculty members and University senior staff. Demonstrated ability to develop/lead/execute successful fundraising strategies in complex university/academic environments. A results-oriented professional who works well in a team-setting is a must. The successful candidate is analytical, creative, and able to approach a concept from multiple angles. The successful candidate is an effective communicator, including exceptional presentation skills, and an able leader, is comfortable and familiar with an academic setting, and earns respect and credibility with ease.

\* Must know Microsoft Office (Excel, Word, PowerPoint) and be an expert using research tools (e.g., Foundation Center) to identify private foundation prospects. Familiarity with Cognos and Salesforce are a plus.

#### Preferred Qualifications

Masters degree strongly preferred.

#### Physical Requirements and/or Unusual Work Hours

Ability to travel and work evenings and weekends required.

#### Special Message to Applicants

Posting Date: 07/03/2018

Closing Date (12am ET):



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Open Until Filled:

Salary Posting Information: Commensurate with experience.

Salary Band: K

Job Classification: exempt

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### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Please see the job description for contact details pertaining to this university job announcement.