

Executive Director of Corporate and Foundation Relations
Worcester Polytechnic Institute

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Posted Jul. 10, 2025, set to expire Nov. 6, 2025

Job Title	Executive Director of Corporate and Foundation Relations
Department	Government & External Relations
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Jul. 10, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Public Relations/Marketing Development/Institutional Advancement
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Job Description

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JOB TITLE

Executive Director of Corporate and Foundation Relations

LOCATION

Worcester

DEPARTMENT NAME

Government & External Relations

DIVISION NAME

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Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

The Executive Director of Corporate and Foundation Relations (CFR) plays a critical leadership role in advancing the mission of WPI by developing, managing, and strengthening relationships with corporations and private foundations. This position leads an office that serves as the "front door" and central point of contact for external corporate and foundation partners, supporting the university's priorities in research, academic innovation, student success, community engagement, and capital initiatives.

Working closely with university leadership, faculty, advancement colleagues, and external stakeholders, the Executive Director will lead efforts to secure significant philanthropic support, ensuring alignment with the institution's strategic plan and fundraising objectives.

The ideal candidate will be a highly strategic and collaborative leader with an established network of foundation contacts and a strong track record of securing major institutional support. They will bring deep expertise in navigating complex internal structures, guiding proposal development, and cultivating partnerships that lead to transformational investment.

Compensation depends on experience and ranges from \$109,000 to \$134,376 annually. The role includes a generous benefits package: 4 weeks of paid time off, an extra week off at the end of December, 13 paid holidays, comprehensive health, dental, and vision insurance, a 9.5% retirement match after one year, disability and life insurance, tuition assistance (including full WPI tuition for dependents after 3 years), free access to the fitness center, wellness resources, flexible summer hours, employee discounts, and opportunities to join employee resource groups.

JOB DESCRIPTION

Responsibilities:

Fundraising & Relationship Development

- Manage a portfolio of high-value corporate and foundation prospects and donors, cultivating and stewarding relationships to secure major gifts, grants, partnerships and sponsorships.
- Write and oversee the preparation of compelling proposals, letters of inquiry, grant applications, and reports in coordination with faculty and staff.
- Represent WPI in meetings with corporate executives, foundation officers, and other institutional stakeholders, serving as a key ambassador for the university's mission and research strengths.

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Strategic Leadership & Planning

- Develop and execute a comprehensive corporate and foundation relations strategy that emphasizes long-term relationship building and aligns with WPI's strategic priorities and fundraising goals.
- Partner with Deans, department heads, research centers and university leadership to identify funding opportunities that align with institutional priorities and foundation interests.
- Lead internal processes for competitive or limited-submission funding opportunities, providing guidance and coordination to strengthen proposals and institutional positioning.

Interdisciplinary Collaboration

- Serve as a liaison between Advancement, Sponsored Programs, academic leadership, and research administration to ensure alignment, compliance, and shared accountability in proposal development and grant management.
- Collaborate closely with the Office of the Vice Provost for Research to align CFR strategies with broader research initiatives and sponsored funding goals.
- Facilitate workshops and offer strategic consultations for faculty and staff to enhance understanding of corporate and foundation funding landscapes, proposal strategies, and engagement best practices.

Team Leadership & Operations

- Lead and mentor a team of CFR professionals, providing strategic direction, portfolio oversight, and fostering a high-performance, service-oriented team culture.
- Oversee prospect research, data integrity, reporting, and CRM utilization related to corporate and foundation engagement efforts.
- Manage subscriptions to key prospecting tools (e.g. Foundation Directory) and guide the proactive identification of new philanthropic opportunities.

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Requirements:

- Bachelor's degree required; advanced degree preferred.
- Minimum of 8-10 years of experience in development, advancement, or related fields, with a strong background in corporate relations and foundation fundraising within higher education or a complex nonprofit environment.
- Strong network of foundation contacts and deep knowledge of the philanthropic landscape.
- Proven track record of securing six- and seven-figure gifts or grants.
- Exceptional writing and communication skills, with experience developing successful grant proposals and engaging high-level stakeholders.
- Demonstrated ability to collaborate with faculty, academic leaders, and external partners on complex interdisciplinary initiatives.
- Familiarity with federal and private funding landscapes in areas such as research, STEM, and education.
- Proficiency with CRM systems (e.g., Salesforce) and prospect research tools.

Preferred Attributes:

- Deep understanding of the mission and operations of higher education institutions.
- Strategic thinker with excellent organizational and project management skills.
- Energetic, entrepreneurial, and results-oriented approach to leadership.
- Ability to navigate and manage complex internal and external relationships with diplomacy and professionalism.

FLSA STATUS

United States of America (Exempt)

WPI is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals from all backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a

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campus environment free of harassment and discrimination.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Executive-Director-of-Corporate-and-Foundation-Relations_R0003181

About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

Diversity & Inclusion at WPI

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

Contact Information

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

Contact

N/A

Worcester Polytechnic Institute

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