

Clemson University

Job ID:104688

Location:Clemson University

Full/Part Time:Full-Time

Regular/Temporary:Regular

JOB SUMMARY:

The Director of Foundation Relations serves as a front-line foundation fundraiser in Clemson University's Development Division, reporting to the Senior Director of Foundation Relations. The Director develops and executes a strategic cultivation and solicitation plan to raise philanthropic revenues from local, regional, and national foundations for University priorities. The position centers around building and managing a growing portfolio; planning and implementing foundation fundraising strategies; and identifying, cultivating, soliciting, and stewarding foundation donors. The Director initiates opportunities and works independently in collaboration with the Major Gifts and Corporate Relations teams. Experience in a university setting is desired. Other duties as assigned.

JOB DUTIES:

40% - Essential - Prospect Development:

Proactively and strategically design and activate plans for identification, cultivation, solicitation, and stewardship. Build relationships and track progress with local, regional, and national foundations.

40% - Essential - Grant Writing and Submission.

Produce and submit 5, 6, and 7 figure proposals and LOIs to fund priorities outlined in Clemson Forward strategic plan. Maintain a high level of activity in writing letters of inquiry and proposals. Support faculty in writing and submitting proposals to philanthropic foundations.

10% - Essential - Communication:

Develop concepts and content for fundraising initiatives in collaboration with other departments and staff. Persuasively articulate Clemson's strengths and needs to donors and prospects. Create content for Foundation Relations stewardship and outreach materials.

10% - Essential - Research:

Conduct prospect research and analysis. Research Clemson University programs and projects and identify affinities with foundation prospects and donors. Develop extensive knowledge of Clemson University's mission, programs, activities, resources, faculty, and research.

MINIMUM REQUIREMENTS:

Education - Bachelor's Degree

Work Exp 3+ years of increasingly responsible foundation relations or comparable experience.

Experience in prospecting, cultivation, solicitation and stewardship. Exceptional writing skills

PREFERRED REQUIREMENTS:

Education - Master's Degree

Experience in higher education

RESPONSIBILITIES:**JOB KNOWLEDGE**

Comprehensive Job Knowledge - Comprehensive knowledge of theories and practices and ability to use in complex, difficult and/or unprecedented situations

SUPERVISORY RESPONSIBILITIES

No Supervisory Duties - Not responsible for supervising employees.

BUDGETARY RESPONSIBILITIES

No Budget Responsibilities - No fiscal responsibility for the department's budget.

PHYSICAL REQUIREMENTS:

Education - Master's Degree

Experience in higher education

WORKING CONDITIONS:

5% - Overnight Travel

WORK SCHEDULE:

Standard Hrs: 37.5; Band: 00 (Salary is commensurate with credentials and experience).

JOB LOCATION:

Clemson, SC

APPLICATION DEADLINE:

Job will remain open until filled

CLOSING STATEMENT:

Clemson University is an AA/EEO employer and does not discriminate against any person or group on the basis of age, color, disability, gender, pregnancy, national origin, race, religion, sexual orientation, veteran status or genetic information. Clemson University is building a culturally diverse faculty and staff committed to working in a multicultural environment and encourages applications from minorities and women.

Apply Here: <http://www.Click2Apply.net/n5j5vm5hkkzxq6rk>

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