



Human Resources

Job Title: <i>The formal title of the position</i> Assistant Director of Development, Foundation Relations	FLSA Classification: <i>(FLSA Federal Law GUIDELINES)</i> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
Reports to: <i>Title of the position that the job incumbent reports to</i> Director of Development, Foundation Relations	Location: Main Building
Department:	Division: Advancement
Employment Category: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Paygrade: <i>(EEO & Equal Pay Act of 1963 Guidelines)</i>

PRIMARY PURPOSE OF POSITION

The Assistant Director of Development, Foundation Relations, will secure major gifts from private, family and corporate foundations with an added emphasis on prospective funders that have a national presence. Reporting to the Director of Development, Foundation Relations, the Assistant/Associate Director will be open to working closely with colleagues in the university's Office of Sponsored Programs, faculty, program directors and Academic Deans.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Fundraising

Establish and strengthen relationships with foundations that have the capacity to make current gifts of \$25,000 or more.

Write compelling case statements and narratives – collaborating closely with key internal and external stakeholders to develop general and issue-specific program proposals, reports, and related budgets as well as expense reports.

Strategic Planning

Assist the Director of Development, Foundation Relations in implementing a strategic plan for increasing St. Edward's visibility among corporate and foundation funders nationwide.

Work with trustees, alumni and friends of the university to identify and steward relationships with existing and new corporate and foundation funders with the capacity to make gifts of \$25,000 or more.

Management

Ensure compliance with funder requirements including all necessary reporting.

Coordinate execution of grant and proposal activities with deans, faculty and other key university administrators and volunteer leaders.

Prospect and Donor Relations

Directly manage a portfolio of corporate and foundation funders – including key existing and prospective donors – on a range of programs and services pertaining to St. Edward's University.

Work with trustees, alumni and friends of the university to identify and steward relationships with existing as well as new foundation donors.

Conduct prospect research while implementing the effective use of contact management systems and processes to track pertinent corporate and foundation donor and prospect information in Banner, including regular data entry for all corporate and foundation donor contacts, research, and analytic reporting.

Use a moves management system to identify, qualify, cultivate, solicit and steward corporate and foundation prospects.

Attend events related to major prospective donors, including signature events hosted by the division, such as Homecoming and Presidential Receptions.

QUALIFICATIONS

A bachelor's degree required; master's degree preferred.

A minimum of two years of fundraising field work which includes responsibilities for building relationships with individuals, foundations and corporations; fundraising experience in the higher education sector preferred.

Preference will be given to candidates who have demonstrated solicitation success with national foundations.

Enthusiasm for direct, on-going personal interaction with foundations donors and their representatives required.

Proven track record of soliciting gifts.

Understanding and appreciation for private higher education, especially Catholic higher education.

Experience using Microsoft Office and fundraising software systems.

Willingness to travel regularly on behalf of St. Edward's University.

Ability to participate in a collaborative environment and facilitate relationships with all areas of the University community.

Demonstrated ability to take initiative in planning, organizing, and effectively presenting ideas and concepts.

Ability to manage multiple tasks simultaneously and problem solve quickly.

Ability to work independently as well as on a team.

Successful completion of an employment and/or criminal history background check required.

WORKING CONDITIONS

SCHEDULE: This is an exempt position and your expected work schedule is Monday through Friday. As an exempt employee your schedule may vary based on the number of hours needed to meet the job responsibilities. The individual holding this position may need to be available early morning, evening, and weekends to meet the needs of the department.

PHYSICAL REQUIREMENTS

The expectations listed below are representative of the abilities that may be needed to fulfil duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical strength/endurance to enable him/her to perform/participate in the following activities:

- Physically able to lift various materials up to 25 pounds on an occasional basis.
- While performing required job tasks, physically able to bend, crouch and reach continuously.
- While performing required job tasks, physically able to climb stairs, ladders or scaffolding as necessary.
- While performing required job tasks, physically able to remain seated, frequently to continuously.
- Possesses dexterity abilities required to perform typing, operate a computer and other office equipment, to perform filing, and related job responsibilities and attention to detail competence.
- Physically able to spend significant time reading both on paper and on a computer.
- Ability to travel by car and plane for University business. Ability to drive.

SUPERVISORY RESPONSIBILITIES

None.

This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.

I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.

Employee (Print Name): _____ Date: _____

Employee (Signature): _____ Date: _____

HR OFFICE USE ONLY:	
Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Printed Name of Approver:	<i>Printed name of the person with the authority to approve the job description.</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>