



Director of Donor and Foundation Relations

Position Overview

Reporting to the President & CEO, the Director of Donor and Foundation Relations is responsible for providing strategic leadership for development strategies that advance Springtide's mission. The primary focus will be on identifying funding partners as well as writing, submitting, and securing grants from corporate and foundation sources. The Director is responsible for meeting funding goals, and, in collaboration with the President & CEO, will guide and oversee all donor-focused communication efforts. This position serves as the primary liaison to the development advisory council comprised of local and national leaders.

Responsibilities

Fundraising (70%)

- Research foundation philanthropic interests that align with Springtide's mission and research initiatives, rank prospects and identify likely funding partnerships.
- Engage strong prospects for foundation support through relationship building with program directors, and involve President & CEO and Executive Director as appropriate.
- Ensure all proposals are well-written and reports for all foundation, corporate, and individual gifts are created and tracked.
- Follow a moves management process from prospect research, cultivation, solicitation, and stewardship of individual donor gifts.
- In collaboration with the President and other staff, secure financial support from individuals, foundations and corporations.
- Train and mentor board, staff and volunteers on fund development and the culture of partnership engagement.
- Ensure all database and donor communications are being handled appropriately.

Communications 20%

- Oversee and guide all philanthropically directed marketing and communications strategy that strengthens public recognition, credibility, interest in and support of the organization.
- Represent the organization to diverse stakeholders including board members, donors, funding partners, and general public.
- Provide leadership as a key decision-maker for all philanthropically driven marketing and public relations efforts.

Strategy and Communications 10%

- With the President and other senior leadership, develop and support the organization's short and long term strategic goals.
- Partner with the research team and fully understand the organization's programs and research in order to effectively foster community support.

Core Competencies

- **Commitment to Diversity**- Eager to work effectively with other employees, partners and participants without discrimination on the basis of race, color, creed, religion, national origin, gender, sexual orientation, disability, age, family composition, marital status or socio-economic status. Committed to opportunities to support cultural diversity in the workplace.
- **Commitment to Service** -Responsive to the needs and requests of all donors, external funders, guests, and organization partners. Extends courtesy, friendliness and overall respect to others.
- **Interpersonal Communication and Teamwork**-Listens well and is open to others' perspectives. Develops strong working relationships and values them as critical to effective work.
- **Initiative**-Demonstrates willingness to make significant contributions with little direction. Voluntarily starts projects. Exercises good judgment and independent actions when appropriate.
- **Flexible**-Adaptable and responsive to change. Able to respond to requests in a timely manner.

Position Requirements

- BA (required), MA or other advanced degrees a plus, CFRE preferred.
- Minimum of seven years professional fundraising experience (corporate and foundation relations experience preferred), with a demonstrated ability to successfully write, secure, and steward grants of \$100,000 or more.
- Demonstrated excellence in strategic leadership, organizational, managerial, and communication skills.
- Research based, local and national grant fund development experience a plus.
- Experience and familiarity with a philanthropic community of local and national nature, especially major foundation partners preferred; familiarity with faith-based foundation partners a plus.
- Familiarity with and ability to use CRM software required.
- Limited travel locally, with some national travel required for donor and/or funding presentations.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please submit resume and cover letter to HR@Springtideresearch.org