



Director of Foundation Relations

Work from home position with occasional travel required.

Position Overview

The Director of Foundation Relations is responsible for providing strategic leadership and managing partnerships with private, family, corporate and community foundations. The primary focus will be on identifying funding partners as well as writing, submitting, and securing grants from foundation sources. The Director is responsible for meeting funding goals, guiding and overseeing all donor-focused relations and communications.

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 when needed.
- Ensure all proposals are well-written and reports for all foundation, corporate, and individual gifts are created and tracked.
- Manage all phases of grants to ensure accurate and well-written impact reports and manage all aspects of budget tracking and final reporting in collaboration with the accounting office.
- Develop and maintain an internal grant application process.
- Follow a moves management process from prospect research, identification, cultivation, solicitation, and stewardship of individual donor gifts.
- Secure financial support from foundations, corporations, and individuals.
- Ensure database entries and donor communications are being handled and documented appropriately.

Communications 20%

- 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.

Strategy and Communications 10%

- Develop and support the organization's short and long term strategic fundraising and partner relations goals.
- Collaborate with the full Springtide team and fully understand the organization's programs and research priorities in order to effectively qualify funding partner prospects.

CORE COMPETENCIES

- **Grant Management** - Ability to move project from concept to fully developed grant proposal for submission.
- **Strong Writing**—Ability to write clear, concise, compelling, and accurate grant proposals, reports and communications copy.
- **Interpersonal Communication and Teamwork**-Listens well and is open to others' perspectives. Develops strong working relationships and values them as critical to effective work.
- **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.
- **Initiative**-Demonstrates willingness to make significant contributions with little direction. Voluntarily starts projects. Exercises good judgment and independent actions when appropriate.
- **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.
- **Flexible**-Adaptable and responsive to change. Able to respond to requests in a timely manner.

Position Requirements

- Bachelor Degree required
- Minimum of seven years professional fundraising experience (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.
- Knowledge of grants and audit compliance requirements.
- High degree of initiative to find solutions and meet deadlines.
- 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.

We recruit, develop, and retain talented people from diverse communities and foster a culture of equity and inclusion within our organization. We welcome and encourage applicants of all backgrounds and identities. As an equal opportunity employer, we recognize that our strength lies in our people and our common commitment to serving the needs of young people and those who care for them.

To apply for the position, please send your resume to: hr@sprintideresearch.org