

Associate Director Corporate & Foundation (C&F) Relations University of Rhode Island Foundation & Alumni Engagement

Overview:

This position is responsible for working with URIFAE development staff, URI faculty, and other parties as needed to develop and strengthen corporate and foundation (C&F) relationships for the benefit of the University of Rhode Island. The associate director will identify national and international C&F prospects and develop and implement appropriate solicitation strategies to garner philanthropic support for URI. Additionally, this position will create appropriate publications serving the C&F team. As a member of the C&F team, this position reports to the executive director of corporate & foundation relations.

Responsibilities:

- Research and review sources for corporate and foundation charitable funding opportunities whether local, regional, or national.
- Explore, research, and present recommendations for sources of foundation funding to the executive director and C&F staff and subsequently to appropriate University recipients based on institutional priorities.
- Work closely with the executive director, URIFAE senior leadership, University leadership (President's Office, provost, and deans), and URI faculty to manage complex proposal submissions and associated grant administration processes.
- Explore and research possible funding opportunities within corporate structures and the process required to secure such support, including sponsorships, equipment donations, or other forms of in-kind contributions.
- Develop thorough and compelling concept papers and proposals for corporation and foundation prospects, working closely with faculty experts and University leadership.
- Manage a portfolio of 65+ corporation and foundation prospects capable of \$100K+ awards, with 20-30 being actively cultivated towards solicitation at any one time.
- Maintain portfolio through identification and qualification of new prospects and disqualification of current prospects after regular strategy reviews that consider University priorities.
- Engage and mobilize key faculty members and academic leaders as appropriate.
- Work with the team to update the C&F calendar. Coordinate with faculty and staff to draft, edit, and submit proposals following guidelines and deadlines as defined by identified funding sources.
- Maintain electronic proposal records and work with URIFAE finance and others to develop a standardized portfolio of supportive documents needed to supplement funding requests.
- Create and maintain written information needed to support proposal writing and make a case for support for the University as a whole, as well as specific colleges and programs across campus.
- Ensure that proposal records and contact reports in AWA accurately reflect prospective and submitted proposals and create AWA reports as requested.
- Work with URIFAE communications as needed to identify opportunities to publicize C&F gifts and proposals of note that will support both C&F and URIFAE stewardship and cultivation objectives.;
- Coordinate events to inform faculty and staff of specific funding opportunities and the services provided by the C&F team.

- Work in collaboration with the URI deans and faculty to identify potential C&F prospects and research online databases for prospects to support specific project needs.;
- Help coordinate the regular electronic distribution of available funding opportunities listings to campus.
- Provide input into the development of annual C&F fundraising goals and strategies to support the University priorities.-;
- Work closely with the Office of Sponsored Projects on gift/grant determinations.
- Perform other duties as assigned.

Qualifications:

- Excellent communication and writing skills, particularly the ability to write successful grants, proposals, and solicitation letters. Demonstrated ability to present information concisely and effectively, both verbally and in writing.
- Must be highly organized and demonstrate accuracy and attention to detail.
- The ability to problem-solve and act independently and as a member of a team is essential.
- Manage multiple tasks, establish priorities, and meet deadlines,
- Good judgment, maturity, personal integrity, strong interpersonal skills are required,
- Thorough knowledge of Microsoft Office.

Education/Experience:

- A bachelor's degree is required.
- A minimum of five years of experience, preferably in development, stewardship, marketing, advancement services or a related field within higher education or a comparably complex organization.
- Experience in corporate and foundation fundraising is helpful.
- The highest degree of professionalism and discretion dealing with donors and potentially sensitive matters of donor confidentiality are required.

If you do not fit all of the qualifications, education, or experiences, but still feel you are a great fit, feel free to apply and tell us why in your cover letter.

Salary range: \$75,000 to \$90,000 depending on experience.

Join the URIFAE team!

Join our growing team of advancement and engagement professionals. We offer competitive benefits, including medical, dental, and vision, generous paid time off, and unparalleled retirement savings programs. One benefit that URIFAE does not participate in is the University of Rhode Island tuition waiver program.

For this position, the hybrid work schedule would be three days in the office and two days of remote work.

Applications

Email your cover letter, resume, and salary requirements to URIFAE-hr@etal.uri.edu.

URIFAE does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.