

POSITION ANNOUNCEMENT

JOB TITLE	EXECUTIVE DIRECTOR OF CORPORATE & FOUNDATION RELATIONS
TYPE OF VACANCY	CONTRACTUAL
DEPARTMENT/UNIT	OFFICE OF THE VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT
SUMMARY: The Executive Director of Corporate and Foundation Relations (Executive Director) is an essential member of the Division of Institutional Advancement. He/she is responsible for establishing, cultivating and sustaining relationships with corporate and foundation prospects in an effort to secure funding and support for University of The Bahamas. The Executive Director will manage a portfolio of prospects and work in close partnership with university leadership, academic units and programmes to develop and implement strategies to secure funding in alignment with the university's strategic plan. The Executive Director participates as an active member of the Institutional Advancement team, serves on the Major Gifts Team, and reports directly to the Vice President of Institutional Advancement. The Executive Director will create and evaluate corporate and foundation strategies as needed. This position may supervise professional, contract, and student staff.	
DUTIES & RESPONSIBILITIES: The position of Executive Director is required to perform a variety of tasks including but not limited to the following: 50% Engaging Corporate & Foundation Funders; Fundraising/Grant Proposal Submission and Management ➤ Works collaboratively with the entire University Advancement Team; ➤ Maintains a portfolio of 75-150 corporate and foundation prospects; ➤ Collaborates with campus partners to identify funding opportunities in alignment with the university's strategic plan; ➤ Oversees a new Office of Grants (Non-Research Corporate and Foundation Grant Activity) and coordinates grant activity with the Office of Sponsored Research and Programs (Applied Research and Grants) within the Office of the Provost; ➤ Develop an overall plan and strategy for corporate and foundation relations that includes goal achievement plans containing specific timelines, projected results and outcomes; ➤ Builds and maintains an active portfolio of corporate and foundation prospects on behalf of the University and ensures that timely steps are taken towards the cultivation, solicitation, closure, and stewardship of these prospects; ➤ Develops and executes a moves management plan and solicitation strategy for each prospect in support of the university's strategic plan and goals; ➤ Conducts personal prospect visits and leverages key university leadership when and where appropriate (Office of the President; Office of the Provost; CFO; Deans and Department/Programme Chairs etc.);	

POSITION ANNOUNCEMENT

- Works with university partners to author and process letters of inquiry, grant proposals, concept papers, acknowledgment letters, briefings, and reports for the foundation and corporate donors to meet annual revenue targets;
- Supports grant writing efforts of university faculty and staff;
- Collaborates with University and U.S./Canadian/Bahamian Foundation board members to strategize on corporate or foundation prospects;
- Plays a central role in fulfilling reporting requirements for private grants received by the university;
- As necessary, supports the Foundation and other university officers with grant management responsibilities;
- Supervises contract grant writer(s);

35% Corporate Sponsorship Strategy (Moves Management) Coordination with Schools/Colleges/Campus Partners

- In consultation with the VP of Advancement, collaborates with strategic campus partners (Athletics, Schools, Career Services, etc.) to develop and implement a comprehensive corporate engagement, philanthropy or sponsorship strategy and develops corresponding collateral as needed;
- Leads the University's Corporate Outreach Strategic Task Force (C.O.S.T);
- Oversees key corporate special events (E.g.: UB-Fit Nassau; UB-Fit Grand Bahama; UB-Fit International);
- In collaboration with internal partners (E.g.: Athletics), lead the assessment, valuation and packaging of corporate sponsorship assets;
- Drafts proposals and contracts;
- Executes post-contract activities and fulfillment in conjunction with campus partners.

15% Stewardship

- Maintains a high quality and personalized stewardship process for active corporate and foundation prospects and donors;
- Ensures that reporting requirements are met to sustain successful partnerships and sustained and ongoing support from corporate and foundation funders;
- Working with the Stewardship and Special Events Team, plans and executes special events to recognize corporate partners.

REQUIRED QUALIFICATIONS:

- Bachelor's degree;
- Minimum 10 years' experience in a higher education setting; experience securing grants and/or fundraising for a non-profit;
- Demonstrated skills at building collaborative relationships with internal and external constituents;
- Excellent communication skills;
- Excellent customer service skills;
- Ability to maintain confidentiality;

POSITION ANNOUNCEMENT

- Excellent organizational skills; and
- Commitment to the University of The Bahamas' core mission and work

PREFERRED QUALIFICATIONS:

- Master's degree;
- Experience working in Raiser's Edge or similar CRM/database software;
- Evidence of successful creation, implementation and evaluation of projects or programmes;
- Experience working in higher education (university communications, development or advancement organization);
- Experience supervising staff;
- Experience closing on corporate grants, gifts or sponsorships.

Reports to	Vice President of Institutional Advancement
Date Published	July 24 th , 2019
Application End Date	August 23 rd , 2019
Date to be Removed	August 24 th , 2019

Interested applicants should submit the following documents Electronically via E-mail to the address below:

- A letter of interest (highlighting, work experience and accomplishments relevant to the position);
- Completed Employment Application Form (www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf)
- Current Curriculum Vitae or Resume;
- Copies of any relevant qualifications and/or Certificates;
- Copy of the relevant pages of a valid passport showing passport number, photo identification and expiration date;
- Copy of N.I.B. Card;
- Copy of Voter's Card;
- At least three (3) professional references.

Email: hrapply@ub.edu.bs

Subject: Executive Director of Corporate & Foundation Relations

Attn: Vice President, Human Resources

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Executive Director of Corporate & Foundation Relations.