

Posted: 05/22/2018

Salary range: \$67,266.00-\$74,740.00

Status: Full-time



The College of Idaho invites applications for a **Director of Foundations and Corporate Relations**. The emphasis for the Director of Foundations and Corporate Relations position is in the pre-award grant processes and foundation engagement. Cultivating opportunities with external organizations that support the College's mission and strategic objectives. Assist faculty and administration in developing and submitting grant proposals. Manage institutional development awards that support academic programs or curricular initiatives. Work in partnership with the President, VPAA, development office, faculty and other campus leaders to identify and articulate programmatic initiatives that align with funding opportunities.

Essential Functions

Foundation and Corporate Relations

- Collaborate with C of I departments to seek and build strong relationships with strategic foundation, corporate, and governmental partners that provide ongoing support for programs aligned with the vision and mission of the College.
- Work with the advancement team to secure institutional support through grants, endowments, sponsorships, and other charitable giving.
- Develop case statements outlining College priorities, needs, and initiatives to solicit funding by foundations, government agencies, major donors or other sources.
- Engage in long-term strategic planning and provide proactive leadership to secure philanthropic support for the College's strategic plan and capital campaign initiatives; participate in meetings that relate to proposal development and the College's priorities.
- Write and submit grant proposals for scholarships, capital projects, or other institutional programs and prepare follow-up reports as required.

Faculty Grants

- Maintain an active program of grant prospecting to help faculty identify appropriate sources of funding for their research and scholarship.
- Prepare and submit proposals for grants to support academic projects and programs.
- Assist faculty and administration in preparation of grant proposals and interim reports.
- Review grant proposals requiring institutional endorsement prior to submission.
- Advance a campus-wide effort to establish and grow research opportunities for teacher-scholars. Participate in faculty interviews and orientation.

Management

- Supervise the activities of the Grants Office including oversight of the Associate Director of Foundations and Corporate Relations to assure compliance with College policies as well as specific foundation and corporate sponsor requirements and government regulations.
- Develop and administer the Grants Department budget, including payroll. Review all travel requests and related expenses.

Miscellaneous

- Serve as appropriate on College committees or board of community organization.
- Represent the College as an active member of NACRO, CASE or other professional organizations.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities

- Excellent interpersonal and communication skills

- Proficiency in Microsoft Office Suite
- Excellent research and editing skills
- Ability to consistently prepare grants in a timely manner, and meet deadlines
- Supervisory skills required to manage the Grants Office
- Willingness to travel as required to fulfill the job requirements
- Ability to develop extensive philanthropic networks and partnerships
- Demonstrated expertise in corporate and foundation fundraising in an academic environment
- Detail oriented while adhering to guidelines, performance standards and policies
- Strong work ethic and unquestioned personal integrity

Qualifications

- Master's degree required (Ph.D. Preferred)
- At least 5 years experience in foundation and corporate relations
- Experience in college and university management and fundraising
- Possession of a current valid driver's license; vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy.

The College of Idaho values personal attention and collegiality, thus a familiarity with and understanding of a small and residential campus are highly desirable. A sincere interest in students, excellent communication skills, and support of the College's mission are also required.

Founded in 1891, The College of Idaho is the state's oldest private college. The C of I has a national reputation for academic excellence and for preparing successful graduates, including seven Rhodes Scholars, three governors, four NFL players and countless business leaders and innovators. The College is located on a beautiful campus in Caldwell, a community of 50,000 located in Idaho's vibrant Treasure Valley. Campus is just 30 minutes from downtown Boise, a thriving city with a multitude of dining and entertainment options including the Idaho Shakespeare Festival, the Boise Philharmonic Orchestra, professional sports and more. The area also offers world-class opportunities for hiking, camping, fishing, skiing, mountain biking and whitewater rafting.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of the contract without sponsorship from The College of Idaho.

To apply please submit a cover letter addressing qualifications for the position, a resume, and the names and contact information of three references, two management and one professional, to hr@collegeofidaho.edu. Application review will begin immediately. Applications will be accepted until suitable candidates are selected. To learn more about The College of Idaho, please visit www.collegeofidaho.edu.

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce.