

Corporate & Foundation Development Officer  
Bryant University

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Posted Mar. 12, 2019, expired Sep. 20, 2019

<b>Job Title</b>	Corporate & Foundation Development Officer
<b>Department</b>	DEVP-Development
<b>Institution</b>	Bryant University Smithfield, Rhode Island
<b>Date Posted</b>	Mar. 12, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Institutional Advancement
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**Job Description**

**Position Summary**

This position reports to the Senior Director of Corporate and Foundation Relations, will work cooperatively with other Senior Development Management to secure philanthropic gifts on behalf of Bryant University. This Corporate & Foundation Development Officer (the Officer) is accountable for the identification, cultivation, solicitation, and stewardship of privately and publicly held corporations, foundations and University vendors. The Officer is the primary manager of corporate sponsorship solicitations for University programs and events. The ability of the Officer to engage potential contributors, determine their interests and match them to the needs of the University, and assist these organizations in making annual gifts between \$2,500 – \$100,000, will be critical to Bryant's success in the coming years.

**Principal Accountabilities**

The Corporate & Foundation Relations Development Officer identifies funding interests of corporations and foundations and matches them with strategic objectives of Bryant University. S/he solicits and

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secures philanthropic gifts for University programs and initiatives by establishing relationships with corporate, foundation, and vendor decision makers, and identifies Bryant alumni, parents and friends at target organizations who might help to advance fundraising efforts. S/he develops strong working relationships with Bryant faculty, administrators and center directors in understanding their funding needs and developing proposals and sponsorship requests to support their approved projects.

1. Manage a pool of assigned corporate and foundation prospects, developing relationships with key administrators and executives through personal visits, correspondence, communications and attendance at events. Research, develop, implement, and manage strategies for cultivating, soliciting, and stewarding a portfolio of organizational donors and prospects for funding priorities for the University.
2. Secure corporate sponsorships for major University programs and events (approx. 20) including, but not limited to, Bryant Athletics, Women's Summit, the Chafee Center and World Trade Day, Northeast Intercollegiate Sales Competition, vendor solicitation, and President's Cup Golf Tournament.
3. Prepare and/or oversee the preparation of written funding inquiries, proposals, sponsor benefit sheets and reports including budgets. Ensure proper stewardship of gifts including the timely completion and submission of interim and final reports (both narrative and financial) that meet donor needs and/or grant requirements.
4. Serve as the primary driver of the University's vendor solicitation program to solicit philanthropic support from this important constituent group in support of various University programs and events.
5. Provide regular reports of all activities through designated reporting methods and inputting information in the Development database.
6. Meet assigned goals for prospect visits and dollars to be raised as determined annually.
7. Maintain up to date knowledge of University programs and priorities and its administrative and financial organization.
8. Provide logistical support as required to assist in University events and activities, and
9. Perform related duties as assigned.

### Qualifications

This position is best filled by an individual with an undergraduate degree; two to four years of

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demonstrated success in corporate and foundation fundraising or sales; experience in a higher education fundraising desirable; experience in the effective use of social media; experience in recruiting, motivating and managing volunteers in successful fund raising efforts; ability to plan and think strategically; detail-oriented, but able to manage projects simultaneously; strong interpersonal, writing and communications skills; and the ability to work collaboratively with co-workers and various University constituents.

Travel and non-standard hours are required. Certain requirements are subject to possible modification to reasonably accommodate persons with disabilities.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**