

Corporate and Foundation Relations Manager Tuskegee University

Direct Link: <https://www.AcademicKeys.com/r?job=149826>

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Posted Nov. 18, 2020, expired Mar. 20, 2021

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| Job Title | Corporate and Foundation Relations Manager |
| Department | |
| Institution | Tuskegee University Tuskegee, Alabama |
| Date Posted | Nov. 18, 2020 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Director/Manager |
| Academic Field(s) | Institutional Advancement |
| Apply Online Here | https://www.tuskegee.edu/discover-tu/human-resources/staff-positions/corporate-and-foundation-relations-manager |

Apply By Email

Job Description

Special Qualifications

In keeping with the President's commitment to Tuskegee University demonstrating "Excellence in Every Way", the ideal Corporate and Foundation Relations Officer will possess the willingness to use his or her expertise to assist in the university's efforts to be a sustainable academic organization committed to excellence.

Essential Job Duties and Responsibilities

The Corporate and Foundation Relations Officer reports to the Director of Development and will oversee all aspects of the university's corporate and foundation development programs including the identification, cultivation, solicitation and stewardship of corporate and foundation donors and prospects. Particular emphasis will be placed on managing a portfolio of corporate and foundation

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prospects, writing highly competitive proposals, tracking and reporting of grants, identifying new funders to align with the university's programs, and developing strong relationships in the corporate and foundation realms, while maintaining solid, ongoing relationships with current supporters for continued growth.

With guidance from the Director of Development and Vice President for Advancement, officer will develop an annual comprehensive strategic plan for corporate and foundation relationships. Create an active pipeline of 100+ corporate and foundation prospects through identification, qualification, and cultivation efforts.

Conducting stewardship visits on-site and off-site

Establish and maintain collaborative partnerships with the deans, key faculty, and staff within the Career Development and Placement Services Center to foster their involvement in the proposal creation and prospect identification process

Partner with the Stewardship Coordinator to ensure all reporting including stewardship reports are submitted to donors in a timely manner

Perform all other duties as assigned

Qualifications

Bachelor's degree required.

At least 7 years' experience in professional development positions or equivalent in sales experience in the corporate sector

Demonstrated success in the cultivation, solicitation, and stewardship of corporate sponsors and/or grant writing

A proven track record as an exceptional communicator, in writing as well as verbally; adept at writing proposals, solicitation letters, donor correspondence, and other materials

A driven, self-motivated, and creative relationship builder who will actively pursue new funding opportunities;

Availability to work evenings and weekends as the Development calendar requires

Ability to travel (approximately 50% of the time)

Salary

Commensurate with education, training and experience

The statements contained in this job announcement reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered as an all-inclusive listing of work requirements.

Applications



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Applications are available at the following link:

<https://www.tuskegee.edu/Content/Uploads/Tuskegee/files/HR/Fillable-TU-EMPLOYMENT-APPLICATION.pdf>.

Each applicant, including all current/existing employees, must complete and submit a Tuskegee University employment application, resume/CV, a list of 3 to 5 references with detailed contact information. Copies of unofficial transcripts must also be submitted (official transcript(s) will be required upon hire). Applicants must meet the minimum qualifications and submit a completed application packet for consideration of the position. The University reserves the right not to fill the position in the event of budgetary or operational constraints.

Completed applications may be mailed or submitted electronically to:

Office of Human Resources

Attn: Employment/Recruitment

1200 West Montgomery Road

101 Kresge Center

Tuskegee University

Tuskegee, Alabama 36088

Email Address: employment@tuskegee.edu Fax: 334-724-4319

Equal Employment Opportunity Employer-Male/Female/Veteran/Disabled

Federal law requires identity and employment eligibility verifications on Form I-9 within three (3) business days of employment.

Must be able to pass a drug screen and background check.

Contact Information

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

Contact