

Director of Foundation and Corporate Philanthropy
Worcester Polytechnic Institute

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Posted Feb. 27, 2025, set to expire Jun. 26, 2025

Job Title	Director of Foundation and Corporate Philanthropy
Department	Government & External Relations
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Feb. 27, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Institutional Advancement
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Job Description

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JOB TITLE

Director of Foundation and Corporate Philanthropy

LOCATION

Worcester

DEPARTMENT NAME

Government & External Relations

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

Director of Foundation and Corporate Philanthropy Worcester Polytechnic Institute

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The Director of Foundation and Corporate Philanthropy is responsible for planning and implementing a comprehensive program to cultivate and solicit philanthropic grants from private foundations for WPI. This will involve interaction with local, regional, national, and international foundations to request support for ongoing and special priorities of the University. The Director's fundraising focus will be on strategic capital and programmatic projects that support WPI's activities and priorities, including Campaign-related initiatives when applicable, that align with the guidelines or mission of the foundations. The Director seeks to establish long term, productive relationships and strengthen existing partnerships between WPI and these constituencies.

WPI is passionate about our values of Respect, Community, Inclusion, Innovation, and Achievement. We are looking for candidates who can support our commitment to these values.

JOB DESCRIPTION

Responsibilities:

- Plan and execute a development program of continuous cultivation and stewardship of select foundations with primary interests compatible with WPI's priorities
- Understanding the complex nature of foundations and their philanthropic missions and promoting WPI activities and priorities of principal interest to this sector.
- Proactively identifying and researching new foundations, which have no giving history with WPI but have guidelines or missions that align with WPI priorities. Strategically engage new prospective funders through direct outreach and meetings as appropriate. Engage the WPI senior management, including the VP of University Advancement and others, and Trustees or alumni in these activities as warranted.
- Working effectively with both internal and external constituents including foundation officials, WPI faculty, administration, Advancement colleagues, alumni, parents, and friends of the University; work with major gift prospects and the major gift team particularly in the overlap between institutional and individual prospects.
- Provide writing and editing support for proposals as appropriate.
- Prepare major university proposals for philanthropic support by assisting faculty and administration in solicitations for departmental and programmatic support; provide oversight and direction for research on local, regional, and national and international foundations.
- Project managing major proposal submissions to foundations. Identify and engage key internal stakeholders to develop proposal content and budgets. Oversee the process such that all proposals meet written guidelines, if such exist, and are submitted within established deadlines.
- Working collaboratively to develop and make accessible content and proposal templates for multiple purposes.

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- Coordinate the diverse interactions and relationships among WPI faculty and external foundations and agencies to increase the likelihood of significant support by:
- Engaging faculty and academic administrators and understanding faculty/departmental/program capabilities to assess fundraising priorities and departmental needs. Engage and regularly monitor areas of foundation interests, seeking matches to WPI's mission. Initiate opportunities for faculty, administrators, and deans to interact with foundation prospects, and interpret foundation interests to university constituencies.
- Determine the best modes and strategies to maximize and grow existing relationships by establishing personal relationships, when possible, with key external contacts (program officers, senior leaders, community relations staff) and maintain ongoing contact.
- Hosting campus visits and/or travelling to visit key foundation prospects and funders; assume responsibility for the generation of cultivation, fundraising and stewardship materials related to philanthropic giving for these interactions.
- Oversee administration of the Department of Foundation Relations by working with the University Advancement Vice President & Associate Vice President in setting priorities and goals for foundation funding.
- Supervising the Operations Manager.
- Spearheading the management of information resources for foundations, including data management, research, preparation of briefings and reports; information services to faculty and administration; and the compilation of information from across campus on existing relationships.
- Performs all other duties and responsibilities as assigned or directed by the supervisor.

Requirements:

- Minimum of Bachelor's degree
- Master's degree preferred
- 5-7 years of experience

Salary: \$82,600 - \$103,300. WPI's [benefits package](#) includes a robust retirement match, wellness perks, tuition assistance and more!

FLSA STATUS

United States of America (Exempt)

WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals with diverse backgrounds and experiences who will



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contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Director-of-Foundation-and-Corporate-Philanthropy_R0003096

About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

Diversity & Inclusion at WPI

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

Contact Information

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

Contact

N/A

Worcester Polytechnic Institute

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