Arizona Science Center
Job Description

Job Title: Director of Corporate and Foundation Relations
Department: Development
Reports To: Vice President of Institutional Philanthropy
FLSA Status: Exempt

SUMMARY

The Director of Corporate and Foundation Relations will manage the cultivation, solicitation and stewardship of a portfolio of corporate donors and sponsors and foundation donors. S/he will also assist with developing department goals, strategies, donor recognition and communications.

This position is full time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties may be assigned.

- Manage corporate and foundation portfolio of donors, including project support, planning, research, solicitation, donor stewardship plans, budget tracking, special events and cultivation opportunities.
- Meet or exceed annual contributed revenue goals, as designated by annual corporate and foundation plan.
- Solicit corporate donations and sponsorships and foundation donations for the Center's operations, specific programs/projects and fundraising events.
- Cultivate corporate and foundation partners to ensure continued/increased support through in-person visits and communication plan.
- Manage corporate and foundation prospect identification by reviewing preliminary prospect research and developing strategies for pursuing highly rated prospects. S/he will work with the Vice President of Institutional Philanthropy, development team, senior staff and Trustees to identify, develop appropriate relationships with, and solicit corporate and foundation donors on behalf of the Center.
- Review corporate sponsor/foundation giving policies and practices and conduct initial inquiries to determine corporate and foundation prospects' interest. S/he will develop and manage the facilitation of cultivation and stewardship activities for corporate and foundation prospects and donors.
- Prepare written sponsorship/grant proposals and request letters and communicate with departments about funding news. Working with the Development Coordinator, ensure that corporate and foundation donor-related files are maintained.
- Maintain corporate and foundation solicitation and report schedule

- Work with other Development and Science Center staff as needed to fulfill cultivation and stewardship activities for the Center's corporate/foundation donors and prospects.
- Work with the Development Coordinator in the management of donor recognition opportunities to ensure that appropriate donor recognition is created, updated and maintained in collaboration with other department staff, Center staff, donors and Trustees.
- Collaborate with other departments to determine funding needs and to develop substance for proposals to corporations and foundations.
- Collaborate with appropriate staff on developing and facilitating assessment mechanisms for corporate and foundation donors. S/he will manage reporting relationships by coordinating with appropriate staff to create status, final and sponsor visibility reports about corporate and foundation donors.
- Write and update descriptions of Center programs for corporate/foundation fundraising and publicity purposes. S/he will be knowledgeable about the Arizona Science Center Style Guide and will assist with proofreading fundraising and departmental communications as needed. S/he will maintain familiarity with the Center, its staff and various programs in order to communicate knowledgeably and effectively.
- Work with Development staff to support fundraising event projects, as needed.
- Assist the Vice President of Institutional Philanthropy in creating department goals, strategies and measurement mechanisms.
- Occasional nights, evenings and weekends required. Occasional travel a possibility.

SUPERVISORY RESPONSIBILITIES

S/he may supervise volunteers and interns as needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) from four-year college or university; or a minimum of two-three years related fundraising experience and/or training; or equivalent combination of education and experience preferred.

LANGUAGE SKILLS

- Excellent interpersonal, organizational, analytic, written, computer and verbal communication skills a must.
- Stellar written and communication skills a must, as this position must compose narratives quickly and accurately and make solicitation presentations to donors.

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and interact with staff, trustees, donors, visitors and the general public both in person and by phone.

OTHER QUALIFICATIONS

- Creative and energetic.
- Detail-oriented self-starter capable of juggling multiple priorities.
- Ability to work with donor database systems, Tessitura preferred
- Ability to work both independently and within a team environment a must.
- Ability to multi-task, effectively manage concurrent process/projects and be able to focus on the small but important details in all projects.
- Ability to meet deadlines under pressure while maintaining a sense of humor.
- Outstanding communications skills a must, as this position interacts frequently with donors, volunteers and staff.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to develop strategies of mutual benefit to both the Science Center and donors.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision.

This job also requires the use of a computer which will be placed somewhere in the employee's workspace. The employee must have the necessary keyboard and computer mouse skills as well as the ability to read a color monitor.

Physical demands include proofing of written materials.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

HOW TO APPLY

Please submit resume and cover letter to Human Resources at hr@azscience.org using subject line: *Last Name, First Name, Director of Corporate and Foundation Relations.* No phone calls please.