

Director of Foundation Relations

Revision Date: 10/2022

FLSA Status: Full-time, Exempt

Reports to: Chief Development Officer (CDO)

Position(s) Supervised: Grant Writer

Pay Rate: 60k - 66k

Apply Here: <https://jobs.mealsonwheelscentraltexas.org/director-of-foundation-relations-fully-remote/job/21005455>

JOB SUMMARY

The Director of Foundation Relations serves as a frontline fundraiser on the Development team. This fundraiser's goal is to maintain and increase philanthropic support for identified institutional priorities for the organization. The director is responsible for overseeing and managing key grant functions such as identifying, assessing opportunities, relationship development and management, proposal development and stewardship. Manage the grant portfolio in its entirety, including foundations and other funders.

The Director of Foundation Relations works collaboratively with the Development team and agency staff to identify strategic ideas and projects that advance the mission of Meals on Wheels Central Texas. This role aids the Development team's efforts by utilizing our contacts and opening new doors that market the organization effectively to foundation and other funders.

QUALIFICATIONS

- College graduate and at least three years proven work experience at successful fundraising including writing and submittal of grant applications and requests.
- Two or more years' experience leading and managing fundraising or development team members
- Demonstrates cultural competence (awareness, attitude, knowledge, willingness, and skills to work effectively with diverse employee, vendor, client, volunteer and donor populations)
- Intermediate knowledge and use of Microsoft Office applications
- Applicant has undergone coursework or training in grant proposal writing and/or has experience with meeting all guidelines required by granting sources and individuals.
- Writes clearly and concisely, and is able to adjust style and tone of writing depending on audience
- Exhibits strong verbal communication and presentation skills
- Demonstrates in-depth knowledge of grant application and reporting requirements of foundation and other entities
- Able to prioritize and effectively deal with quickly changing priorities and tasks
- Able to meet strict guidelines
- Able to develop funding strategies that follow the organization's strategic direction
- Adept at conducting research on both funding prospects and program details
- Must interact professionally and pleasantly with donors, volunteers and staff
- Proficient with donor databases, internet programs and applications, and basic office software

KEY RESPONSIBILITIES

- Mentor and cross-train Development staff department functions and responsibilities.
- Evaluate staff performance through continuous feedback, acknowledgment, and reward.
 - Working in conjunction with and under the supervision of the Chief Development Officer, the Director of Foundation Relations raises grant and other funds toward any and all fund raising activities.
 - Conducts research on prospective grants for future funding purposes.
 - Meets with prospective and current funders to cultivate funding relationships.
 - Develops an annual grants plan that follows the organization's overall development plan and strategic direction.
 - Compiles, writes, and edits a minimum of 70 grant applications or funding proposals per year in support of general operations and existing and/or planned programs.
 - Responsible for sending thank you letters to institutional funders as well as tracking, preparing and notifying staff when reports are due to funders.
 - Tracks information on current and prospective funding sources, including funder guidelines, proposal and report deadlines and names of officers and key decision makers. Revises information in this system as changes and updates occur.
 - Maintains the confidentiality of all grant and prospect research to affirm that all work performed and materials developed shall remain the property of MOW.
 - Assists in department activities and fundraising events in support of MOW activities, which may require after hours or weekend work.
 - Interacts professionally and pleasantly with donors, volunteers and staff.
 - Performs other duties and activities as assigned.

WORKPLACE ENVIRONMENT AND PHYSICAL DEMANDS

- Constantly performs work indoors in a hybrid work environment.
- Occasionally may perform some work offsite and outdoors.
- Occasionally walks to perform some work.
- Constantly reads information on a computer monitor and in writing.
- Constantly communicates with internal and external stakeholders.
- Frequently presents information to variable audiences.
- Constantly moves and uses limbs to perform work; this position requires good manual dexterity and coordination.
- Frequently sits in a stationary position.
- Occasionally moves about inside the office to access file cabinets, office machinery, and other general office equipment.
- Frequently use abdominal and lower back muscles to provide support over time without fatigue.

- Occasionally ascends/descends stairs and ladders.
- Occasionally moves objects up to 30 pounds.

Employee Name: _____

Employee Signature: _____

Date: _____