



<b>Job Title:</b>	Director, Corporate & Foundation Relations	<b>Travel Required:</b>	Extensive Travel
<b>Department/Location:</b>	Advancement/Major Gifts	<b>Position Type:</b>	Full Time Exempt
<b>Job Description</b>			
<p><b>Job Purpose:</b> Front line fundraiser managing corporate, foundation and organization donors to assist in making connections across the Mines campus. Leads the development of strategies for corporations, foundations and organizations with emphasis at the \$250k+ level. Reports to the Senior Director, Corporate &amp; Foundation Relations.</p> <p><b>Duties include, but are not limited to:</b></p> <ul style="list-style-type: none"> <li>• Build and manage a portfolio of corporate and foundation prospects. Research assigned prospects and new potential prospects to evaluate funding feasibility</li> <li>• Take active steps to develop positive, long-term relationships with key corporate and foundation executives, funding officers, recruiters, and other staff of current and potential corporate and foundation donors</li> <li>• Schedule meetings with corporate and foundation prospects to discuss potential partnerships with Colorado School of Mines, to include but not be limited to philanthropy, recruiting, research and professional education</li> <li>• In concert with development staff, key university advancement members and campus partners, initiate, develop, propose and implement strategies for solicitation of major gifts, including: prospect identification, evaluation, cultivation, solicitation, and stewardship</li> <li>• Achieve agreed upon annual goals for face-to-face visits, proposals, and gift revenue</li> <li>• Travel locally and nationally to visit prospective donors and give presentations regarding the benefits of supporting Colorado School of Mines through CSM Foundation</li> <li>• Prepare briefing notes for cultivation, solicitation and stewardship meetings for Sr. Director, Major Gifts and Vice President, University Advancement as well as the President &amp; CEO of the Foundation and the School of Mines President and academic partners</li> <li>• Build relationships with necessary academic partners to achieve goals</li> <li>• Attend and participate in the development team and meetings, school and Alumni Association events and campaign meetings as well as other activities as assigned and appropriate</li> <li>• Update and maintain donor and prospect information in the Advance database system, and utilize system tools to strategically manage a portfolio of major gifts prospects</li> <li>• Contribute to team efforts by accomplishing related tasks and special projects as requested</li> </ul> <p><b>Skills/Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in related field from an accredited college or university</li> <li>• Knowledge of fundraising strategy and tactics gained through a minimum of five (5) to seven (7) years direct experience</li> <li>• Experience in fundraising large value gifts and relationship building with individuals, corporations, and/or foundations, preferably in a university setting. Prior experience in identifying and cultivating donors to create a prospect pipeline.</li> <li>• Proficiency with Microsoft Office Suite and ability to navigate through computer database systems and software</li> <li>• Experience in building relationships internally and externally with donors and strategic partners.</li> <li>• Excellent customer service skills: ability to anticipate customers’ needs and respond with creative solutions. Ability to utilize these skills with internal stakeholders as well.</li> </ul>			



COLORADO SCHOOL OF MINES

## FOUNDATION

- Excellent written and verbal communication skills; able to communicate effectively and convincingly.
- High organization skills with strong attention to detail
- Ability to evaluate complex problems and complicated challenges to provide solutions that will achieve broad objectives. Experience in taking initiative to solve issues
- Project Management experience: Plans, designs, carries out projects/tasks meeting objectives and deadlines.
- Proven experience in providing new ideas or approaches
- Ability to travel and work outside normal business hours
- Embody the values of CSMF: mutual support, integrity, respect, service

*Colorado School of Mines Foundation, Inc. is committed to operating fair and unbiased recruitment procedures allowing all applicants an equal opportunity for employment, free from discrimination on the basis of religion, race, sex, age, sexual orientation, disability, color, ethnic or national origin or any other classification as may be protected by applicable law. We aim to recruit the right people for the jobs we have to offer, and to assess applications on the basis of relevant skills, education and experience.*

Qualified candidates should submit a letter, resume and three professional references via email to [foundationjobs@mines.edu](mailto:foundationjobs@mines.edu) or mail to CSM Foundation, Human Resources, PO Box 4005, Golden, CO 80402.