

**DIRECTOR OF CORPORATE AND FOUNDATION RELATIONS  
UNIVERSITY ADVANCEMENT  
POSITION #E 1087**

In order to be considered as an applicant you must apply through the online application system at <https://www.msudenverjobs.com>. The full position announcement is listed at this site as well as application instructions. Be prepared to attach a cover letter, resume, and a list of three professional references with contact information (separate documents) to your application. **IMPORTANT:** If you have specific questions concerning this position or experience technical questions please refer them to the MSU Denver Equal Opportunity at 303-556-2245.

**SUMMARY:** The Director of Corporate and Foundation Relations is an essential member of the Division of University Advancement. He/she is responsible for establishing, cultivating and sustaining relationships with corporate and foundation prospects in effort to secure funding and support for Metropolitan State University of Denver. The Director will manage a portfolio of prospects and work in close partnership with university leadership, academic units and programs to develop and implement strategies to secure funding in alignment with the university's strategic plan. The Director participates as an active member of the University Advancement team, serves on the Major Gifts Team, and reports directly to the Vice President of University Advancement. The Director will create and evaluate corporate and foundation strategies as needed. This position may supervise professional, contract, and student staff.

**RESPONSIBILITIES:**

50% Engaging Corporate & Foundation Funders; Fundraising/Grant Proposal Submission and Management

- Works collaboratively with the entire University Advancement Team
- Maintains a portfolio of 75-150 corporate and foundation prospects
- Collaborates with campus partners to identify funding opportunities in alignment with the university's strategic plan
- Develop an overall plan and strategy for corporate and foundation relations that includes goal achievement plans containing specific timelines, projected results and outcomes
- Builds and maintains an active portfolio of corporate and foundation prospects on behalf of MSU Denver and its colleges and schools, and ensures that timely steps are taken towards the cultivation, solicitation, closure, and stewardship of these prospects
- Develops and executes a moves management plan and solicitation strategy for each prospect in support of the university's strategic plan and goals
- Conducts personal prospect visits and leverages key university leadership when and where appropriate (Office of the President; Office of the Provost; CFO; etc.)
- Work with university partners to author and process letters of inquiry, grant proposals, concept papers, acknowledgment letters, briefings, and reports for the foundation and corporate donors to meet annual revenue targets
- Support grant writing efforts of university faculty and staff
- Collaborate with University and Foundation staff to create grant budgets
- Play a central role in fulfilling reporting requirements for private grants received by the university
- As necessary, support the Foundation and other university officers with grant management responsibilities
- Supervise contract grant writers

35% Corporate Sponsorship Strategy (Moves Management) Coordination with Schools/Colleges/Campus Partners

- In consultation with the VP of Advancement, collaborates with strategic campus partners (Athletics, Marketing & Communications, etc.) to develop and implement a comprehensive corporate engagement, philanthropy or sponsorship strategy and develops corresponding collateral as needed
- In collaboration with internal partners (Ex: Athletics), lead the assessment, valuation and packaging of corporate sponsorship assets
- Draft proposals and contracts
- Execute post-contract activities and fulfillment in conjunction with campus partners

15% Stewardship

- Maintains a high quality and personalized stewardship process for active corporate and foundation prospects and donors
- Ensures that reporting requirements are met to sustain successful partnerships and sustained and ongoing support from corporate and foundation funders
- Working with the Stewardship and Special Events Team, plans and executes special events to recognize corporate partners

**EO STATEMENT:** Metropolitan State University of Denver is an equal opportunity employer.

**QUALIFICATIONS: Required Qualifications:**

- Bachelor's degree;
- Minimum 5 years' experience in securing grants and/or fundraising;
- Demonstrated experience building collaborative relationships with internal and external constituents;
- Excellent communication skills;

- Experience providing customer service;
- Experience with maintaining confidentiality;
- Excellent organization skills.

**Preferred Qualifications:**

- Master's degree;
- Experience working in Raiser's Edge or similar CRM/database software;
- Evidence of successful creation, implementation and evaluation of projects;
- Experience working in higher education (university development or advancement organization);
- Experience supervising staff;
- Experience closing six and seven figure gifts;
- Demonstrated knowledge of MSU Denver's core mission and work.

**RANK & SALARY: The beginning of the salary range is 85,361. The final salary will be commensurate with education and experience.**

**Relocation costs may be negotiable.**

**APPOINTMENT: ASAP**

**APPLICATION: IMPORTANT:** in order to be considered as an applicant YOU MUST GO TO: [www.msudenverjobs.com](http://www.msudenverjobs.com) to apply.

**DEADLINE: 01/29/2018** All applicants must apply through the Online Application System at [\*\*https://www.msudenverjobs.com\*\*](https://www.msudenverjobs.com).

MSU Denver is a leader in educating Coloradans in university programs particularly relevant to the state's economy and the demands of today's employers. With the highest number of ethnically diverse students among the state's four-year colleges, MSU Denver offers 58 majors plus master's degrees in accounting, teaching and social work. More than 21,000 students are currently enrolled at MSU Denver, and 75 percent of the University's nearly 77,000 graduates have remained in Colorado as valuable members of the state's workforce. Located in downtown Denver, MSU Denver shares the 175-acre Auraria Campus with two other post-secondary institutions. Pursuant to Colorado Open Records Law, written materials in a search process may be open for inspection by the public.

Visit us at [www.msudenver.edu](http://www.msudenver.edu)