

## **DIRECTOR OF CORPORATE/FOUNDTION SUPPORT \***

### **Function of Job:**

Under general direction of Foundation President, solicit capital campaign support by initiating personal contact with major state and national corporations and foundations, developing and presenting written proposals to them.

### **Characteristic Duties and Responsibilities:**

1. Initiate personal contact and travel to meet with and cultivate representatives of business, industry, foundations and organizations for the purposes of promoting the university's resources/programs/services, communicating the university's needs within capital campaign guidelines and soliciting their support for these needs.
2. Write grants and/or proposals for business, industry, foundations and organizations in support of the University's identified needs.
3. Maintain an effective environment to sustain long-term and mutually beneficial relationships between university and corporations, foundations and organizations.
4. Develop and maintain strong working relationship with office responsible for sponsored research.
5. Counsel administrators, faculty and staff on opportunities that exist for university interaction in partnerships with business, industry, foundations and organizations, and work closely with them to plan, coordinate and conduct related solicitation programs.
6. Develop, administer and monitor budget and other financial matters relative to revenue and costs associated with program.
7. Keep current on policies, personnel and economic trends within business, industry, foundations and organizations.
8. Develop, administer and monitor effective tracking and recognition system to oversee appropriate use and proper acknowledgement of support generated, and work with director of Stewardship on recognition events and other efforts to recognize significant support.
9. Conceptualize, draft and oversee production of promotional and marketing materials in support of planned initiatives.
10. Supervise staff and/or volunteers as assigned.
11. Perform other related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Bachelor's degree and five years of experience in conducting and supervising fund raising, grant proposal writing, and public relations.
2. Ability to communicate effectively both verbally and in writing.
3. Demonstrated knowledge of corporate, foundation and organization community in state and region.
4. Supervisory and organizational abilities.

**Additional Desirable Qualifications:**

1. Master's degree.

11/15/99

System Approval

8/16/99

Effective Date

\* Revised - original approved 6/21/76 as "Director of UNH Fund and Deferred Giving"; revised 3/17/80 as "Assistant Director of Development for Corporate/Foundation Support"; revised 4/19/85 as "Assistant Director of Development for Corporate Support;" revised 7/9/87 as "Director of Corporate/Foundation Relations.

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position**