

MANAGER-CORPORATE/FOUNDATION RELATIONS

Function of Job:

Under general direction of designated alumni and/or development official, so be responsible for creation and implementation of programs that respond to the needs of corporations, foundations and organizations on behalf of the institution, and for the management of related solicitation programs to obtain their financial support.

Characteristic Duties and Responsibilities:

1. Initiate persona contact and travel to meet with representatives of business, industry, foundations and organizations for a the purposes of promoting the institution's resources/programs/services, communicating the institution's needs and soliciting their support for these needs.
2. Counsel administrators, staff and/or faculty on opportunities that exist for interaction with business, industry, foundations and organizations, and work closely with them to plan, coordinate and conduct related solicitation programs.
3. Work closely with national development committee and/or other relevant councils/committees regarding expansion of program and other matters of mutual interest.
4. Develop, administer and monitor budget and other financial matters relative to revenue and costs associated with program.
5. Keep current on policies, personnel and economic trends within business, industry, foundations and organizations.
6. Develop, administer and monitor effective tracking system to oversee appropriate use and proper acknowledgement of support generated.
7. Conceptualize, draft and oversee production of promotional materials and/or other media promotional efforts.
8. Supervise and coordinate program development, marketing and solicitation efforts through utilization of volunteers or addition of staff.
9. Maintain an effective environment to sustain long-term and mutually beneficial relationships between the instituti8on and corporation, foundations and organizations.
10. Supervise staff members and support personnel as assigned.
11. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree and three years of experience in conducting and supervising fund raising, sales, marketing or public relations activities.
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.

9/30/1988

System Approval

9/30/1988

Effective Date

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.