Discovery Place

*Job Description*

**Title: Director, Foundation Relations**

**Report To: Senior Director of Development**

**Date Prepared: August 13, 2018**

**FSLA Status: Exempt**

**Department: Advancement**

**SUMMARY**

The Director of Foundation Relations is responsible for actively cultivating and soliciting foundations and other grant-making organizations, including local, state, and federal governmental entities, family foundations, private endowments, and community organizations such as the Arts & Science Council.

The Director of Foundation Relations will persuasively communicate Discovery Place’s mission, programs, exhibits, and initiatives in support of each of Discovery Place’s Museums to potential funders. Primary duties include developing and stewarding relationships with an active pipeline of prospects, writing, and submitting compelling proposals.

Reporting to the Senior Director of Development, the Director of Foundation Relations will also plan and advance strategies to engage and solicit funders, serve as the internal central point of contact for the formation and execution of grants; and conduct prospect research (working in conjunction with others on Advancement team).

**Essential Duties and Responsibilities**

* Maintains an active portfolio of 50-100 prospects; Identifies, researches, evaluates, and develops strategies to engage and solicit assigned donors
* As a frontline fundraiser, develops relationships with new funding sources leading to invitations to apply for support; establishes and maintains frequent personal contact and relationships with current and prospective grantmaking organizations’ representatives and program officers; Appropriately stewards relationships with grantmakers to position Discovery Place for additional funding opportunities
* Develops, writes, and submits grant proposals to foundations and other grantmaking organizations, tracks status of proposals and follows up to provide additional information as required by funding sources
* Oversees grants calendar maintained by Development Coordinator to track all relevant dates associated with each funding opportunity (e.g. submission dates, reporting dates)
* Coordinates and manages participation across departmental teams at Discovery Place whose input is pertinent to specific grants (including sharing information required for grant, and communicating and enforcing deadlines to ensure timely preparation, review and submission of grant requests)
* Persuasively communicates to potential funders Discovery Place’s mission, programs, exhibits and other information relevant to grant requests
* Efficiently prioritizes projects to keep multiple grantmaking efforts moving in a timely manner and meeting deadlines
* Ensures that grant award details are known by all relevant Discovery Place staff, and monitors that eligibility requirements are maintained
* Oversees prompt acknowledges of grants received
* Stays current on industry and grantmaking trends relevant to role of Director of Foundation Relations at Discovery Place
* Assists with departmental and organization events as needed
* Serves as ambassador for Discovery Place in the community
* Other duties as assigned by the Senior Director of Development and Chief Advancement Officer.

**MINIMUM QUALIFICATIONS REQUIRED:**

* Energetic fundraising professional with great relationship-building skills
* 7 years of experience in fundraising and proposal writing, as well as excellent writing, speaking and organizational skills
* Ability to craft funding proposals in a clear and compelling manner
* A solid understanding of project budgets as they relate to proposals and grants
* Capacity to recognize and communicate strategic opportunities in a results-oriented environment
* Experience using online databases and other sources to locate biographical, financial, and philanthropic information
* Must be self-motivated, detail oriented, and highly-organized team player who possesses problem-solving skills and the ability to work well under pressure
* Ability to manage projects and be receptive to input and feedback
* Ability to work autonomously and handle multiple tasks and deadlines
* Some nights and weekends required
* Commitment to and enthusiasm for Discovery Place’s mission
* Bachelor’s degree with the ability to interpret scientific information for the layman and expert alike

**PREFERRED QUALIFICATIONS:**

* Knowledge of history and trends within the non-profit sector and the local and national philanthropic communities;
* Altru/Blackbaud database experience
* Comfortable giving public presentations

**Key Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

* **Project Management** - Coordinates projects; Communicates changes and progress; Completes projects on time.
* **Written Communication** - Writes clearly and informatively; Varies writing style to meet needs; Able to read and interpret written information.
* **Business Acumen** - Understands business implications of decisions; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
* **Strategic Thinking** - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Adapts strategy to changing conditions.
* **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to work necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
* **Judgment** - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
* **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives; Develops realistic action plans.
* **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Works quickly.

**Physical Demands:**

* The employee must occasionally lift and/or move up to 25 pounds.
* Specific vision abilities required by this job include close vision.
* While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand and walk.

**To apply, please visit DiscoveryPlace.org/Careers**

**All applications must be submitted through the website portal.**

***The foregoing description is not intended and should not be construed to be an exhaustive list of all responsibilities of this job. Other duties may be assigned.***