

Job Title: Director of Foundation Relations: Braver Angels

Reports to: Chief Operating Officer Barbara Thomas

Location: Remote, some travel required

Status: FT

Job Description Overview

Responsible for creating and implementing effective foundation fundraising strategies, donor solicitation, proposal development, and stewardship. Manages day-to-day development operations to ensure effectiveness, efficiency, and impact.

Responsibilities: Fundraising and Development

- Develop a comprehensive fundraising plan which will provide BA with significant contributions, through foundations, corporate/local business, and community channels.
- Implement the fundraising plan, increasing revenue year over year, as well as increasing the number of potential foundation partnerships.
- Communicate regularly with the COO regarding fundraising accomplishments and ongoing needs specific to development activities.
- Design, implement, and manage a comprehensive and proactive development plan focused on expanding and enhancing foundation relationships by directing and coordinating activities related to obtaining foundation financial support.
- Maintain a rigorous schedule of contacts with foundation representatives, creating moves-management plans related to them, compelling presentations, and comprehensive fundraising proposals. Coordination and implementation of identified metrics for prospect visits and proposals will be expected.
- Advise other staff members and volunteers on foundations' areas of interest and include them with the cultivation and development of presentations, cultivation visits, and proposals, when appropriate.
- Develop highly competitive proposals for foundation prospects, aligning their goals and preferences with Braver Angels mission and goals.
- Administer all aspects of solicitations
- Draft follow-up reports as required.
- Maintain high quality stewardship process for active foundation partners and ensure that stewardship and reporting requirements are met to sustain successful partnerships by maintaining detailed records of solicitation activities.
- Other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.

Specific requirements include:

Qualifications

- Relevant Bachelor's degree preferred or relevant experience.

- 5 years minimum fundraising experience preferred.
- Excellent relationship management skills (both internal and with external partners) and the ability to maintain highly confidential information.
- Excellent organizational skills
- Passion for bringing Americans together to decrease polarization.
- Excellent attention to detail with the ability to offer creative problem solving and systems improvement.
- Able to provide the highest level of customer service. Positive attitude with customer service orientation and willingness to be flexible to adapt to changing needs and "roll up shirtsleeves" to get the work done.
- Experienced computer and software knowledge, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). Experience with Salesforce or other fundraising databases. Proficiency in Salesforce.