

**Georgia Institute
of Technology****Boyden Executive Search Contact**Lisa Vuona | 508.320.6445 | lvuona@boyden.comSara Swisher-Anderson | 917.566.5881 | sswisher@boyden.com**Position Summary**

The Director of Foundation Relations is a front-line fundraiser reporting to the Executive Director in the Office of Foundation Relations. This position is responsible for meeting or exceeding personal annual fundraising goals of \$3M+; leading the development of and collaboration with faculty and academic staff to submit compelling proposals to national and local foundations for a diverse range of purposes including, but not limited to, research, facilities, programs, scholarship, and endowment. This position also contributes to foundation relations training for colleagues and faculty, and positively represents Development within the institution and Georgia Tech externally among funders, collaborators, and others. The Director works as a trusted partner and ready resource for faculty and staff colleagues in Georgia Tech schools, colleges, and programs, as well as for Development, the Office of Research, and the Office of Sponsored Programs, lending foundation relations expertise, strategic guidance and hands-on support in fundraising approaches.

Responsibilities

- Maximize support for Georgia Tech from local and national foundations in following ways: manage a portfolio of approximately 40 private local and national foundations; establish and follow strategies to effectively guide relationships from identification to cultivation to solicitation to stewardship; cultivate foundations through any point of entry afforded university-wide; ability to prioritize multiple projects and funding priorities; and identify new funding prospects and/or proposal opportunities.
- Identify funding opportunities and prepare letters of inquiry, grants, and other proposals. Serve as a resource for editing and/or proofreading for proposals and reports before submission.
- Become informed on programs and research being conducted by faculty within the colleges, schools, center, and programs for which they are the Foundation Relations liaison as a means of identifying work that aligns with foundations' funding interests.
- Serve as a key contributor to and leader in campus-wide foundation relations training for staff, faculty, and program leads through meetings, onboarding sessions, roundtables, and workshops.
- Arrange campus visits with foundation representatives and/or secure visits for appropriate Georgia Tech leadership and/or faculty with national and local foundations at their respective offices. Prepare briefings and logistics for the visits and staff Georgia Tech representatives.
- Follow Division of Development protocols for timely documentation and database entry of all contact reports and proposal submissions.
- Represent Foundation Relations in campus meetings.
- Perform other duties as assigned.

Knowledge, Skills and Abilities

- High sense of professionalism.
- Knowledge of the major national foundations.
- Attention to detail. Strong analytical thinking skills.
- Goal oriented and commitment to high productivity.
- A self-starter who possesses strong communication skills.
- An affinity for the mission of higher education and research.
- Understanding of effective foundation relations and grant making.
- Ability to work independently, as well as an integral member of a team of seasoned foundation relations professionals.
- An aptitude for working in a large organization. Ability to interact effectively with university constituents at all levels; to grasp and maintain the service-oriented nature of the office. Project management and organizational skills.

Required Qualifications

- Bachelor's degree or equivalent combination of education and experience.
- Five or more years of job-related experience.
- Strong proposal writing and editing skills.
- Demonstrated success in playing a lead or highly active role in securing grants from foundations, including at the six- and seven-figure level.
- Five years of front-line fundraising in cultivating and soliciting foundations on the national and local level, including prospect identification and research, and proposal writing.

Preferred Qualifications

- Master's Degree.
- Ten years of experience working in an academic setting.
- Multiple years of experience and success in foundation fund raising for higher education, particularly in the sciences and/or technology.
- A career of 10 or more years that includes a significant amount of experience in development which could be coupled with work in other applicable fields such as marketing, communications, public relations, non-profit management or consulting.

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About Boyden

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