



SARAH  
LAWRENCE  
COLLEGE

### Boyden Executive Search Contact

Lisa Vuona | 508.320.6445 | [lvuona@boyden.com](mailto:lvuona@boyden.com)

Beth Parsons | 617.592.0473 | [bparsons@boyden.com](mailto:bparsons@boyden.com)

Leslie Smith | 317.445.0309 | [leslie.smith@boyden.com](mailto:leslie.smith@boyden.com)

### Sarah Lawrence College

Founded in 1926, Sarah Lawrence is a coeducational, residential liberal arts college situated on a wooded campus just north of New York City in Bronxville, NY. The College is internationally renowned for its combination of strength in artistic creation, high expectations for written expression, and a uniquely rigorous academic program. Wide ranging and intentionally interdisciplinary, the academic program is built around a pedagogy of close collaboration between faculty and students in a process of directed exploration made possible by a student-faculty ratio of 9-to-1.

### Position Summary

Sarah Lawrence College seeks a Director of Corporate and Foundation Relations. Reporting to the Associate Vice President of Philanthropy, the successful candidate will work in partnership with the A VP to oversee grant-related fundraising and stewardship activity for private foundations, government entities and corporate funders, in support of both institutional priorities and faculty sponsored research. As an integral member of the Advancement team within the Major Gifts Unit, the successful candidate will be responsible for raising expendable and endowment funds for operating, capital, programmatic and research priorities, to meet the needs of the College.

### Principal Responsibilities

- Research and monitor government, foundation and corporate funding opportunities and disseminate that information, campus wide.
- Ensure effective and timely communication of proposal requirements, eligibility, restrictions, deadlines, and other pertinent proposal/grant information with appropriate Sarah Lawrence College (SLC) staff, faculty and/or administration.
- Produce compelling top-level funding proposals that link funder priorities with SLC goals and initiatives. Ensure that proposal materials meet funder criteria, are persuasive, accurate, well targeted and meet funder deadlines.

- Prepare grant budgets and budget justifications. Monitor grant expenditures in conjunction with the Office of Finance and appropriate staff, faculty, or administration.
- Prepare professional letters of inquiry to potential funding sources and collaborating sources, and letters of support/commitment for grant applications.
- Ensure institutional compliance with federal, state, agency and other applicable governing regulations, policies and procedures concerning sponsored and non-sponsored research.
- Formulate, implement, and recommend short-term and multi-year fundraising plans for foundation, government, and corporate sources. Maintain and enhance a seven-figure portfolio.
- Responsible for the development of long-term relationships with grantors and potential grantors.

### Qualifications

- Minimum five-seven (5-7) years of successful corporate, foundation and government relations experience.
- Entrepreneurial approach, with a proven track record of securing increased and new institutional grants of \$100,000 or more.
- Demonstrated knowledge of foundation and corporate funding communities, and success in building long-term relationships that lead to larger grants.
- Experience with successfully securing and stewarding state and federal government grants.
- Demonstrated success identifying and qualifying new institutional prospects.
- Excellent verbal and written skills, with a demonstrated ability to write compelling and strategic letters of inquiry, funding proposals, and stewardship reports.
- Excellent numeracy skills, with a demonstrated ability to create budgets and financial reports.
- Ability to work in partnership with a wide range of constituents, including foundation representatives, government officials, faculty members, senior-level volunteers, colleagues, senior administrators, and students.
- Ability to travel periodically (including staffing the President) with occasional evening and weekend work required.
- Bachelor's degree required.

**Boyden Contacts**

Lisa Vuona, Partner  
[lvuona@boyden.com](mailto:lvuona@boyden.com)  
M +1 508.320.6445



Beth Parsons, Principal  
[bparsons@boyden.com](mailto:bparsons@boyden.com)  
M +1 617.592.0473



Leslie Smith, Consultant  
[leslie.smith@boyden.com](mailto:leslie.smith@boyden.com)  
M +1 317.445.0309

**About Boyden**

Founded in 1946, Boyden global executive search was the first firm to focus entirely on retained executive search. Others would soon follow, using many of the basic tenets and principles that Sidney Boyden put in place: maintaining a strict code of ethics and standards; establishing a global presence; creating uniform processes; and working with highly experienced business partners. These aspects of Sidney Boyden's vision are still in use today.

Boyden continues to be a leader in the executive search industry. Through the ever-expanding use of cutting-edge technology, while always adhering to strict ethical standards, we remain true to our rich heritage as the founders of retained executive search. We cover the globe with over 70 offices in more than 40 countries, led by resident professionals adept at working in a global economy. We are poised to help our clients find the people who will lead them today and into the future. In addition to retained executive search, Boyden works with clients seeking advice regarding their Boards. We also assist clients with interim management and leadership assessment.

---

This document contains confidential and/or legally privileged information. Any disclosure, reproduction, or distribution without the consent of Boyden is strictly prohibited.