|  |  |
| --- | --- |
| TITLE: Director, Corporate & Foundation Relations | ISSUE DATE: 12/2011 |
| DEPARTMENT: Development (3217) | LAST REV. DATE: 6/2017 |
| REPORTS TO: Vice President, Marketing, Communications and Development | EXPOSURE CATEGORY: III |
| JOB STATUS: Full-time | FLSA: Exempt |

JOB SUMMARY:

The director of corporate and foundation relations will help build and maintain effective relationships with national, regional and local foundations and corporations that result in funding and support for the Hospital. As a member of the development team, the director will be responsible for conducting a full range of activities required to prepare, submit, and manage foundation proposals and corporate solicitations as well as cultivate donor relationships with the principals of family foundations, heads of corporations and selected board members. The director’s position is a highly visible one, requiring the director to be an outstanding representative of Burke and astute communicator in articulating Burke’s needs to the greater community

.

WORK PERFORMED:

1. Manages the identification, cultivation, solicitation, acknowledgement and stewardship of foundation and corporations and selected individuals.
2. Keep accurate records including files, lists, and meetings notes in Raiser’s Edge as well as a timeline/calendar for submission deadlines, and progress reports/updates.
3. Collaborates with hospital staff, administration and board members to unearth possible funding sources and assists clinical staff members in assembling grant materials and content.
4. Interfaces with finance departments in the hospital to determine costs, projections and budgets needed for funding opportunities.
5. Serves as Burke clearinghouse for foundation and corporate solicitation by tracking development and submission of such proposals by hospital physicians and clinical researchers.
6. Submits 1-2 grant proposals per month.
7. Takes a lead role in Development Department events and initiatives, including the Burke Award, Heels & Wheels, Wheel Chair Games and donor recognition and stewardship events.
8. Responsible for soliciting $100,000 sponsorship minimally for the Burke Award.
9. Attends offsite events, meetings and conferences as a representative of Burke with the aim of creating synergies with potential corporate and foundation supporters.
10. Works directly with the Vice President to ensure that annual fundraising goals are met.
11. Actively involves themselves in the Burke community to better understand the

culture of the institution.

OTHER:

1. Assists the department in other areas as needed.

2. Performs other duties as requested by the Vice President

3. Practices Universal Precautions.

4. Demonstrates the ability to communicate with staff, patients and visitors.

To apply, please visit our website at www.burke.org/careers.

# **JOB SPECIFICATIONS:**

**EDUCATION AND EXPERIENCE REQUIRED**: BA or BS in a related field and 5-10 years of experience working in a fund-raising career with a proven track record in solidifying relationships and securing funding.

**KNOWLEDGE, SKILLS & ABILITIES:** Must have a highly organized work style and the ability to manage multiple projects.

**WORK ENVIRONMENT:**  Must be able to carry supplies to meetings and events, drive and navigate the landscape of the tri-state area. Both office and on-site location work on campus.

**SPECIAL REQUIREMENTS:** Must be able to work evenings and weekends, as necessary.

**APPROVALS**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Department Head Vice President Human Resources | | |
|  | | |