

## **Alverno College Exempt Position Description**

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**Position Title:** Corporate and Foundation Relations Officer

**Date:** June 2025

**Department:** Advancement

**Status:** Full-time, 12 month

**Reports To:** Director of Philanthropy

**Primary Function:** The Corporate and Foundation Relations Officer is responsible for executing a strategic and donor-centered approach to institutional fundraising. This includes managing a portfolio of corporate and foundation prospects, writing and submitting compelling grant proposals and reports, maintaining a grants calendar, and supporting strategic engagement with institutional funders.

The successful candidate will be a strong writer, highly organized, and proactive in identifying and pursuing opportunities aligned with funder interests and college priorities.

This position plays a pivotal role in shaping Alverno College's future through impactful corporate and foundation partnerships, contributing to the College's growth and success while strengthening relationships with key funders.

### **Key Responsibilities**

- **Grant Strategy & Writing**
  - Develop and execute strategies to cultivate and solicit support from corporations and foundations
  - Write clear, compelling grant proposals and reports that reflect funder priorities and institutional impact
  - Ensure proposals are grounded in funder interests and feasibility to garner successful funding opportunities
- **Calendar & Pipeline Management**
  - Create and manage a comprehensive grants calendar, including deadlines for proposals, reports and stewardship activities
  - Track and report on progress toward goals and ensure timely submission of materials
- **Funder Engagement**
  - Maintain an active portfolio of institutional funders and prospects with a focus of deepening relationships through high-quality substantive engagement
  - Conduct a minimum of 5 substantive funder meetings per month and submit at least 9-10 high-quality, tailored proposals per quarter, aligned with funder interests and institutional priorities

- Facilitate relationship-building with institutional funders at all levels within the college, including President's Office, VP, faculty and other college leaders
- **Research and Identify Funding Opportunities**
  - Utilize research skills to identify and evaluate new funding opportunities from foundations and corporations.
  - Develop and lead a strong knowledge base about funder interests, trends and opportunities.
- **Collaborative Coordination with Campus Partners**
  - Partner closely with departments across campus, including faculty and staff, to ensure that all proposals and funding requests are aligned with Alverno's institutional goals and priorities.
  - Work collaboratively with the Advancement Team to maximize fundraising efforts and opportunities.
  - Help build internal understanding of funder priorities and trends
- **Tracking, Reporting, and Project Management**
  - Maintain accurate records of all grant proposals, donor communications, and funding outcomes.
  - Ensure timely submission of reports and proposals, while managing deadlines for grant submissions and keeping the VP of Advancement and relevant team members informed.

### **Knowledge and Skills Required**

- **Bachelor's Degree Required**
- **Passion for Alverno's Mission:** Enthusiasm for the College's mission and a strong interest in building relationships with donors. Eagerness to learn and grow in fundraising.
- **Strong Writing and Communication Skills:** Exceptional written communication skills with the ability to craft compelling proposals, reports, and donor correspondence. Ability to tailor messaging to diverse audiences, articulating the impact of funding on Alverno's programs and initiatives.
- **Experience in Grant Writing, Corporate Development, or Related Fields:** Previous experience in grant writing, corporate sponsorships, or foundation relations, including developing funding proposals and managing relationships with corporate and foundation donors.
- **Foundation Research Experience (a plus):** Experience in researching foundation, corporate, and government funding opportunities. Ability to evaluate and identify prospective funders aligned with Alverno's mission and priorities.
- **Relationship Building and Cultivation:** Strong interpersonal skills with the ability to build and maintain lasting relationships with corporate, foundation, and individual donors. Able to engage with diverse stakeholders and foster meaningful partnerships.
- **Strategic Thinker:** Strong problem-solving and strategic thinking skills, with the ability to develop and implement donor cultivation and solicitation strategies to meet fundraising goals.
- **Organized and Detail-Oriented:** High attention to detail and excellent organizational skills, with the ability to manage multiple projects and deadlines effectively.
- **Team Player:** Collaborative and able to work well within a small, dynamic team. Able to partner effectively with various departments across the College. Willingness to ask questions and contribute to problem-solving in a team setting.

- **Curiosity and Growth Mindset:** Demonstrated curiosity and commitment to lifelong learning, with a proactive and eager approach to ask questions and contribute to growth within a dynamic learning environment
- **Self-Motivated and Goal-Oriented:** Driven to meet and exceed goals, with the ability to work independently, prioritize tasks, and maintain a high level of productivity.
- **Tech-Savvy:** Proficiency with CRM software, Microsoft Office tools, and the ability to learn new technologies and systems as needed.

### **Why Alverno College?**

- **Impact:** At Alverno, you'll be part of a passionate and dedicated community focused on making a meaningful difference. Your work will directly contribute to the success of the College and the students we serve, helping to advance an institution that is committed to transforming lives through education.
- **Unique Educational Environment:** Alverno College offers a distinctive, values-driven educational experience, recognized for its innovative approach to learning. As part of our Advancement team, you'll be contributing to a college that inspires students, faculty, and staff in a dynamic, collaborative setting.
- **Growth:** This role offers a fantastic opportunity for professional development and career growth in grants management, corporate relations, and strategic development. Alverno is committed to supporting your ongoing learning and offering pathways for advancement within the organization.
- **Collaborative Culture:** Join a vibrant and supportive team where your ideas and contributions are valued. You'll work closely with colleagues across the College, engaging in cross-departmental efforts to achieve common goals, and making a lasting impact on the future of Alverno College.

### **How to Apply**

- Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>
- Please attach your cover letter, resume, and list of references to the online application

In accordance with the Americans with Disabilities Act (ADA), Alverno College will provide reasonable accommodations to qualified individuals with disabilities. If you require accommodations during the application or interview process, please contact [HR@alverno.edu](mailto:HR@alverno.edu).

Alverno College is an Equal Opportunity Employer and committed to workplace diversity