

Position Description  
Office of External Affairs and Development  
Director of Corporate Relations

**Introduction**

The mission of the Office of External Affairs and Development is to attract the private support needed to meet organizational goals from a diverse and ever-increasing donor base through educating, engaging, and sustaining our valued constituents.

The Office of External Affairs and Development is responsible for integrating the activities of pan-institutional volunteer organizations and other leadership groups with the mission and priorities of the organization. The Office is committed to offering exceptional fundraising services, knowledge, and counsel to donors, prospective donors, and the leadership of the Institution and its units. The Director of Corporate Relations establishes and implements a wide range of advancement policies and procedures to attract and retain individual donors, corporations, and foundations.

**Summary**

The corporate community has been and continues to be an important and valued member of the institution. The Director is responsible for initiating and managing corporate relationships, representing the organization and its needs to the business community, and attracting resources for institutional priorities, in a manner consistent with policies and procedures.

The Director reports to and participates with the Vice President of External Affairs and Development in the overall planning, integration, and oversight of all institutional development programs; serves as a resource to all business units; and has oversight responsibility in formation of policies, and as an advocate and fundraiser for the organization.

**Duties and Responsibilities**

- Identifying, engaging, and securing support from corporations for pan-institutional projects.
- Coordinating corporate fundraising for business units; working closely with other senior managers in establishing corporate funding priorities; and advising them on trends in the philanthropic world.
- Education and compliance across the organization with Policies and Procedures related to corporate affiliations and sponsorship.
- Developing, in concert with each unit director and chief development officer, a sound development plan and set of procedures designed to insure good working relationships between the Office of External Affairs and Development and that unit, and to ensure efficient pursuit of private funding.
- Planning fund-raising strategy and carrying-out specific projects, including identification of potential sponsors and settling on appropriate targets for funding.
- Approaching corporate officials, securing funding or making sales, and negotiating the terms of support for the institution, either alone or with other organization officials.
- Monitoring and assisting the fulfillment of institutional obligations to funders.
- Assuring that all corporate donors are responsibly stewarded for their gifts and that strong relationships are maintained.

## **Knowledge, Skills and Abilities**

- In-depth understanding of current philanthropic and public relations interests of corporations, acquired through regular contact with those organizations.
- Experience with development and maintenance of donor relations programs necessary to keep the institution name and achievements alive in the minds of corporate executives and board members.
- Ability to analyze concepts, methods and costs of research, exhibition, education and other projects.
- Excellent written and oral communications skills.
- Ability to organize fundraising activities effectively, prioritize prospects, and participate in high-level gift discussions.
- Goal orientation with a high level of energy, enthusiasm and dedication to the mission and goals of the Institution
- Demonstrated management experience for the successful leadership and mentoring of professional and support staff
- Ability to effectively plan, focus, and execute to bring improvement to current ways of doing business.
- Exceptional interpersonal skills with the ability and personality to work collaboratively, accept responsibility, and motivate colleagues, volunteers and donors.
- Strong leadership, delegation, and teaming skills.
- Sound judgment and integrity.
- Willingness to try new approaches and take appropriate risks.
- Personal energy and enthusiasm and the ability to energize and motivate others.
- A minimum of seven to ten years professional experience in development of fundraising programs, preferably within a museum, university or other complex not-for-profit environment.