

THE UNIVERSITY OF RHODE ISLAND FOUNDATION & ALUMNI ENGAGEMENT

Associate Director of Corporate and Foundation Relations

Overview:

The associate director of corporate and foundation relations (C&F) plays a key role within the URI Foundation and Alumni Engagement (URIFAE), an independent nonprofit organization that is affiliated with the University of Rhode Island (URI). The person in this role reports to the executive director of C&F and is responsible for developing and implementing strategies to secure funding from corporations, foundations, and other institutional donors in support of URI's and URIFAE's missions and programs. This position requires a strong understanding of nonprofit fundraising, excellent communication skills, and a proven track record of securing significant gifts from corporate and foundation partners. The associate director assists in managing the day-to-day operations of the C&F team and assists the Business Engagement Center with industry relations as needed. In addition, the associate director works with URI faculty / staff / deans to plan and execute on-campus meetings, programs, workshops, and off-campus site visits involving corporate and foundation representatives.

Key Responsibilities:

- Develops and implements a comprehensive corporate and foundation fundraising plan that aligns with the URI's and URIFAE's missions, goals, and priorities.
- Identifies and researches potential corporate and foundation funding sources that match funding priorities and develops strategies to engage and solicit these donors.
- Cultivates and maintains strong relationships with current and prospective corporate and foundation donors, serving as the primary point of contact.
- Writes and reviews persuasive proposals and grant applications that clearly align with the interests and priorities of corporate and foundation donors with the organization's programs and impact.
- Develops and maintains accurate records of corporate and foundation donations and grants and ensures timely and accurate reporting to donors on the use and impact of their gifts through our CRM system.
- Collaborates with other members of the URIFAE team to ensure alignment and coordination of fundraising efforts across all channels, including individual giving, events, and planned giving.
- Stays current on trends and best practices in corporate and foundation giving and continually evaluates and improves the organization's fundraising strategies and processes.

- Perform other duties as assigned by the executive director of C&F or the URIFAE president.

Qualifications:

- Bachelor's degree in nonprofit management, business, marketing, or related field. Master's degree preferred.
- At least five years of experience in nonprofit fundraising, preferably with a focus on corporate and foundation giving.
- Strong track record of securing significant gifts from corporate and foundation donors.
- Excellent written and verbal communication skills, with the ability to write compelling proposals and grant applications.
- Demonstrated ability to cultivate and maintain strong relationships with donors, board members, and other stakeholders.
- Strong organizational skills and attention to detail, with the ability to manage multiple projects and priorities simultaneously.
- Ability to work independently as well as collaboratively with other members of the URIFAE team and people throughout URI.
- Proficiency with fundraising databases, Microsoft Office, and other relevant software.
- Passion for URI's and URIFAE's missions and a commitment to excellence in nonprofit fundraising.

If you don't fit all these qualifications, education, or experience, but believe you're still a great fit, feel free to apply and tell us why in your cover letter.

Salary: \$75,000 to \$100,000 based on experience.

Join the URIFAE team!

Join our team of advancement and engagement professionals. We offer competitive benefits, including medical, dental and vision, generous paid time off, and unparalleled retirement savings programs. For this position, the work schedule is three days in the office and two days of remote work. One benefit that URIFAE does not participate in is the University of Rhode Island tuition waiver program.

Applications

Email your **cover letter, resume, and salary requirements** to URIFAE-hr@etal.uri.edu. To provide equal employment and advance opportunities to all individuals, employment decisions at URIFAE will be based on merit, qualifications, and abilities.

URIFAE does not discriminate in employment opportunities or practices based on race, color, religion, sex, pregnancy, national origin, age, veteran status, physical or mental

disability, sexual orientation, gender identity or expression, genetic characteristics or any other characteristic protected by law.