



Job Title	Assistant Vice President Corporate and Foundation Relations	Job Code	AV0527
Pay Plan	A&P	Pay Grade	23
Union	Non-Union	FLSA Status	Exempt
Job Family	Advancement	Union Code	0
		Subfamily	Development

Job Family & Subfamily Summary

Advancement Professionals lead, coordinate or support activities related to fundraising and public relations targeting current and potential donors and the alumni community.

Development Professionals coordinates and direct development activities for a particular school or college within the institution; responsible for planning, implementing and coordinating of all fundraising activities for designated program; plans and carries out the institution’s program of soliciting major gifts. Includes Planned Giving, Principal Gifts, Regional Development, Corporate/Foundation Relations, Athletics Development and College-based development officers.

Job Summary

Responsible for identifying, cultivating, soliciting and stewarding corporations, corporate foundations and private foundations. Responsible for the creation and management of a well coordinated, strategic development plan to solicit support from corporations and foundations.

Representative Duties

1.
 - Identifies emerging business leadership and industry trends with a special emphasis on developing high value-exchange corporate alliances
 - Identifies, evaluates, cultivates and solicits philanthropic commitments to support the mission and goals of the university
 - Advises faculty, administrators, and staff on corporate and foundation areas of interest, cultivation of corporate and foundation special requirements in the development and presentation of proposals
2.
 - Develops highly competitive proposals for corporate and foundation prospects and leverages diverse corporate and foundation goals and preferences in conjunction with university goals
 - Initiates opportunities for faculty, administrators, and deans to interact with corporate and foundation prospects and interpret corporate and foundation interests to university constituencies

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
10+ years relevant work experience 5+ years of leadership experience		
Additional Requirements		
<ul style="list-style-type: none"> Flexibility in work hours to accommodate some evening and weekend events 		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.