



Job Title:	Director of Foundation Relations
Reports To:	Sr. Director of Major Gifts & Foundations
Salary Range:	\$81,973.00 - \$122,970.00 Salary
Application:	Click Here
Location:	In Person – 815 Crosby St. Houston TX 77019

FUNCTION – SCOPE STATEMENT:

Responsible for writing compelling letters of intent and grant proposals to private foundations. Research foundation prospects; develop and write grant proposals; manage application process; track and acknowledge grants; gather data and write stewardship and metrics reports for donors; and provide direct support to the Development Team as needed.

MAJOR JOB TASKS AND RESPONSIBILITIES:

1. Generate a significant portion of the budgeted foundation fundraising goal from institutional sources on an annual basis.
2. Manage a portfolio of foundation donors and prospects while researching and identifying new potential funding sources, both local and national; present new prospects and suggest next steps.
3. Assist with cultivation of prospective foundation donors, serve as relationship manager for portfolio of donors.
4. Write, submit, and track grant proposals and reports in Raiser's Edge, managing deadlines for the Foundations Team. Manage restricted and unrestricted grant proposals. Assist with compiling information for and writing LOIs and proposals for non-foundation grants as needed.
5. Become content expert on BGCCH programs and expected outcomes. Continuously maintain updated, accurate, high-quality template proposal language and general information bank for use by Development Team and others.
6. Work closely with Programs and Operations Teams to develop meaningful grant proposals, track outcomes, and report on grant results. Communicate reporting requirements to Development, Programs, Operations, Finance and Club staff in a timely manner.
7. Work closely with Finance team to develop budgets for proposals, anticipating reporting requirements throughout the grant period.
8. Provide exceptional stewardship to foundation donors, beyond required reporting, including the development and implementation of regular stewardship mailings, site visits and other stewardship activities.

9. Update fundraising database (Raiser's Edge) with relevant donor information and track proposals and actions.
10. Manage communication with Finance, Programs, and Operations staff to ensure fulfillment of grant expectations and reporting requirements.
11. Maintain ongoing communication with Clubs, actively support staff in local grant writing efforts, identify new funding opportunities, and track in Raiser's Edge.
12. Maintain up-to-date knowledge of Club activities, programs, and outcomes.
13. Assist with events managed by the Development team, and other events as needed.

ADDITIONAL RESPONSIBILITIES

Performs other related duties and responsibilities as required or as assigned.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university.
2. A minimum of 7 years of grant writing experience, including proposal, report, and budget development.
3. Proven track record of raising \$1M+ annually.
4. Knowledge of and involvement with Greater Houston area foundations.
5. Experience with foundation cultivation and stewardship efforts.
6. Excellent written communication skills and strong verbal communication skills.
7. Willingness to accept constructive feedback during the draft phase of the proposal.
8. The ability to meet deadlines, manage multiple projects, and pay attention to detail is critical.
9. Strong interpersonal skills and ability to connect with staff across diverse functions, including Finance, Operations, and direct service.
10. Capacity to work well independently and take initiative, as well as to collaborate with colleagues and work as a team.
11. Flexibility – candidate should be willing and able to adapt to new and evolving organizational and funding priorities and to work occasional evenings as events and project deadlines dictate.
12. Commitment to mission.
13. Eagerness to join a quick-paced, energetic development team.
14. Willingness to travel between the Main Office and local Clubs.
15. Proficiency with Microsoft OS; Raiser's Edge experience preferred.

RELATIONSHIPS:

Internal: Maintain close, daily contact with the Club management to exchange information, seek and give assistance, consultation, and direction. Maintain contact with financial staff and support staff. Maintain written and verbal contact with volunteers and donors.

External: Maintain contact with foundation leaders, community, board members, donors, volunteers, vendors, and the public to seek financial support and provide information regarding club activities and needs.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, and feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is frequently required to sit. The employee must regularly lift and/or move up to 30 lbs. Specific visual abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.