



Job Description

Title Associate Director, Corporate and Foundation Relations
Department: Development
Reports to: Chief Development Officer
Starting Salary: \$50,000

Organization

Boys and Girls Country's mission is to change the lives of children from families in crisis by loving and nurturing children in a Christian home, raising them to become self-sustaining and contributing adults. Boys and Girls Country serves boys and girls aged five to eighteen and 13 young adults in our College and Career program. Boys and Girls Country is located 35 miles northwest of Houston (www.boysandgirlscountry.org).

Position Summary

The Associate Director of Corporate and Foundation Relations is responsible for writing foundation, civic and church grant proposals, associated reports and deadline management, corporate outreach and solicitation/sponsorship, cultivation and stewardship of foundation and corporate contacts and identification of new prospects.

Roles and Responsibilities

Grants

Research new, current, and prior funding sources, conceptualize and write requests and reports:

- Develop and manage annual deadline calendar for foundation grant submissions and reports
- Create annual template and language that can be used by the Development Team for funding requests
- Identify foundations' areas of support that align with our operational needs
- Develop and grow relationships with funding sources
- Make the best case of support of the organization – write, edit, package and submit proposals
- Work with the Development Team to identify current donors and board members that can assist with our grant submissions
- Secure and update all supporting financial documentation
- Update Raiser's Edge with deadlines, actions and new information
- Ensure copies of requests and grant documentation is filed appropriately

Corporations

- Expand Corporate Partners program
- Identify and re-engage corporate and small business support
- Launch corporate challenge program (summer fundraising challenge)
- Secure financial and volunteer support from area businesses specifically supporting Spring Festival

- Review and manage benefits offered to corporate / business donors

Development Team

- Participate in Development Planning and is accountable for applicable items on the Plan
- Works closely with the Chief Development Officer to analyze donor data to determine the optimum ways to move forward with fundraising activities
- Draft solicitation proposal templates for signature events
- Assist with the creation and review of some Development Communications (i.e. stories for newsletter, annual appeals, script writing, acknowledgement letters, etc.)
- Participates in all signature events
- Remains current in required and voluntary training
- Assists with other duties as assigned

Critical Skills Sets

The successful candidate will possess the following:

- Significant experience in all aspects of Fund Development and ability to see the “big picture” and analyze data.
- Proficiency in Microsoft Word, Excel and PowerPoint Database management experience – Raiser’s Edge preferred.
- Ability to function as a dependable team leader and team member.
- Have excellent written and verbal communication skills and an ability to vary communication strategy and tactics to meet the needs of varied constituents.
- Ability to work efficiently on several projects simultaneously and prioritize deadlines.
- Strong customer service personality and a willingness to roll up sleeves and do whatever is necessary to get the job done.

Qualifications

- **Minimum of Bachelor’s Degree** , preferred major in field that will compliment position, such as English, Communications or Business Degree
- Experience in nonprofit sector, preferably 2-3 years in grant writing
- Excellent verbal and written communications skills
- Experience researching and identifying funding sources
- Ability to present information concisely and effectively, both verbally and in writing
- Excellent organizational and time management skills essential
- Excellent interpersonal skills
- Ability to work independently with little supervision
- Excellent Microsoft Office skills required
- Must be cleared through a criminal background and FBI finger print investigation.
- Must be cleared through a drug test panel.
- All staff who have contact with students must be tested for tuberculosis before the staff is assigned a responsibility to care for students.
- Must attend Boys and Girls Country orientation and pre-service training.

Please send cover letter and resume to kristinb@boysandgirlscountry.org