

Title: Associate Director of Foundation Relations

Division: Institutional Support

Schedule: Monday - Friday, 8:00 am - 5:00 pm

Work Location: Houston, TX

Salary Range: \$70,100 - \$96,737

FLSA Status: Exempt

Requisition ID: 8685

Summary

Internal Title: Senior Development Associate

External Title: Associate Director of Foundation Relations

The Associate Director of Foundation Relations reports directly to the Senior Director of Foundation Relations and is responsible for supporting the development, evaluation, implementation and reporting for a portfolio consisting of regional, national, and international foundations. This position will help implement strategies in identification, cultivation and solicitations of foundations, conduct prospect research, and prepare and deliver timely stewardship reporting. The Associate Director of Foundation Relations will assist the Senior Director of Foundation Relations in maintaining a dynamic working relationship with the Office of the Senior Vice President and Dean of Research leadership. This position will serve as a liaison between the two departments with guidance from leadership in each area and will oversee the critical relationships between philanthropic vs. grants and contracts activity. The Associate Director of Foundation Relations will also support and assist major gift officers in their work with foundations and will provide all supporting materials required for evaluation, solicitation and stewardship of these vital relationships.

Current condition is a hybrid model, working in the office three days a week, and at home two days a week.

Job Duties

- Reports directly to the Senior Director of Foundation Relations, submit 40 primary solicitations per year of \$50,000 or more.
- Performs Foundation Grant program targeting through the identification of private sector grant funding prospects and the development and preparation of grant submissions. Meets with appropriate faculty as identified by leadership. Metric: Build portfolio to 75 prospects.
- Performs detailed foundation prospect research on a variety of industry topics, as directed by the Senior Director of Foundation Relations and Principal, Business Strategy and Development through the Office of the Senior Vice President and Dean of Research. Metric: Build 5 targeted prospect lists for individual priority areas and/or faculty.
- Participates in off-site/in-person external foundation conversations as appropriate. Metric: 5 significant contacts per month (phone, email, correspondence); 4 unique qualifications per month; 1 unique stewardship activity per month (and/or equivalent measured productivity).
- Documents all donor related activities using Raiser's Edge donor system. This includes a detailed action plan for each prospect. Metric: Reviewed on an on-going basis for compliance in regular monthly one-on-one meetings with supervisor.
- Reviews Foundation materials for adherence to organizational voice and standards; ensure polish and professional products. Work with writing team to ensure items are proofed and designed as needed.
- Works with Senior Director of Foundation Relations to ensure compliance with grant submissions, restrictions, and reporting requirements.

Minimum Qualifications

- Bachelor's degree.

- Four years of relevant experience.

Preferred Qualifications

- Master's degree preferred.
- Three years of experience in foundation relations or similar experience, with proven results in securing grants.
- Healthcare fundraising experience is preferred.
- Skill in composing letters, memos, articles, proposals, and other written communications.
- Effective communication and interpersonal skills required. Experience communicating with community stakeholders required.
- Technical proficiency and knowledge (i.e. Word, Excel, PowerPoint, Raiser's Edge, InDesign, Photoshop).
- Ability to work with highly confidential materials and have familiarity with financial information, including ability to understand and review complex grant budgets.

Baylor College of Medicine is an Equal Opportunity/Affirmative Action/Equal Access Employer.

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