

Position Title: Associate Director/Director of Corporate Sponsorships and Foundation Relations, UIS

Department: Division of Advancement

Organization: University of Illinois Springfield

Salary Ranges: Associate Director: \$64,000 - \$70,000; Director: \$70,000 - \$77,000

Apply Directly at: <https://uis.csod.com/ux/ats/careersite/1/home/requisition/938?c=uis>

Job Summary

The Associate Director OR Director of Corporate Sponsorships and Foundation Relations has primary responsibility to raise significant, substantial philanthropic support for UIS' mission and goals. These goals are often aligned with UIS capital or comprehensive campaigns and are implemented through the University's colleges, schools, and other academic and nonacademic units. This representative plans strategies and actively seeks support for the benefit of the University of Illinois at Springfield (UIS). The role's emphasis is on identification, cultivation, solicitation, and stewardship of different corporate sponsors and Foundations. The individual is expected to develop and manage a portfolio of different corporate sponsors and foundations as well as collaborate with other units on campus to create strategies for how we engage/ask entities to support UIS in a cohesive manner.

Duties and Responsibilities

- Identify, qualify, cultivate, solicit, and provide stewardship activities for corporate sponsors and foundations in collaboration with UIF and the colleges and units of UIS.
- Serve as prospect manager and solicitor for major donor business and foundations with a giving potential of \$25,000 or more, coordinating all activities associated with securing and stewarding major gift commitments.
- Execute successful corporate and foundation donor relations activities, including significant gift development, with high-ranking executives, including preparation of high-level funding presentations and written proposals, donor correspondence and other written materials.
- Facilitate extensive coordination and execution of UIS strategies to broadly engage with corporate and foundation entities, overseeing and assigning campus representatives with actions intended to enhance the University's relationships with outside individuals and organizations they represent.
- Travel to local and regional territories to develop working relationships with high-end prospective donors; some travel will be in conjunction with that of the UIS Vice Chancellor for Advancement/UIF Senior Vice President and/or the UIS Chancellor.
- Assist in directing capital and comprehensive campaigns of UIF and the UIS campus. Provide development leadership and plan and execute fundraising plans for assigned colleges, units and departments of UIS, coordinating plans in conjunction with deans, chairs and directors.
- Provide regular reports of activity, analyses, data and information related to securing private, corporate and foundation-related support to the UIS Vice Chancellor for Advancement/UIF Senior Vice President.
- Assist with and participate in donor/prospect activities including special events and campus visits. Maintain current knowledge and practices of development in major gifts and planned giving areas. Other duties as assigned.

Qualifications

Minimum Qualifications

1. Bachelor's degree
2. For an Associate Director: Three (3) years (36 months) of combined professional experience in alumni relations, development, fundraising, general management, or marketing.

For Director: Five (5) years (60 months) of combined professional experience in alumni relations, development, fundraising, general management, or marketing.

*Note: Master's degree in an area consistent with the duties of the position may be substituted for two (2) years (12 months) of work experience.

Preferred Qualifications

1. Master's degree
2. Demonstrated professional experience in higher education or other nonprofit environment.
3. Willingness and ability to assume responsibility for high-level projects as assigned.

Knowledge, Skills, and Abilities

- Excellent written and oral communication skills
- Computer usage, including word processing and use of data/information base systems.
- Ability to work within a fast-paced, team environment.

Travel Requirements

Day and overnight travel is expected (10%)

Additional Responsibilities

This job description reflects the general nature and level of work performed by employees within this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Nothing restricts management's right to assign or reassign duties and responsibilities to this job at any time. All employees are required to complete mandatory training by established deadlines (including, but not limited to, annual ethics training and sexual harassment training).