The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 14,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate’s, bachelor’s, master’s and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College’s faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the Vice President for Institutional Advancement & External Affairs, the Director of Foundation & Corporate Relations will perform the following duties:

- Designs, implements, and oversees a comprehensive proactive development plan focused on expanding and enhancing corporate and foundation relationships by directing activities related to obtaining corporate and foundation monetary support.

- Identifies emerging business leadership and industry trends with a special emphasis on developing high value-exchange corporate alliances and identifies, evaluates, cultivates and solicits five and particularly six figure (and larger) philanthropic commitments to support the mission and goals of the College.

- Works closely with Alumni Relations staff, Development Director, and other College representatives to create opportunities to build awareness among corporate and foundation constituencies in order to build and significantly expand positive fundraising relationships. Identifies key alumni within corporations/foundations and reviews corporate profiles that suggest potential relationships because of common interests.

- Advises faculty, administrators, and staff on corporate and foundation areas of interest, cultivation of corporate and foundations special requirements in the development and presentation of proposals.

- Initiates opportunities for faculty, administrators, and deans to interact with corporate and foundation prospects and interprets corporate and foundation interests to College constituencies. Works directly with the campus Development Director and Deans/Faculty to develop new approaches to foundations and corporations and oversee these contacts to initiate the cultivation/fundraising process.

- Develops highly competitive proposals for corporate and foundation prospects and
leverage diverse corporate and foundation goals and preferences on conjunction with college goals. Maintains a rigorous schedule of contracts with corporate and foundation representatives, creating moves management planes related to them, compelling presentations and comprehensive fundraising proposals. Monitors proposal deadlines, prepares and edits proposals and oversees proposal submissions.

- Maintains a high quality stewardship process for active corporate and foundation prospects and donors. Ensures that stewardship and reporting requirements are met to sustain successful partnerships by maintaining detailed records of solicitation and reporting activities.

- Manages the daily operations, including budget, and support staff.

QUALIFICATIONS

Bachelor's Degree and eight years' related experience required.

Preferred qualifications:
- Master's degree preferred
- Demonstrated successful corporate and/or foundation fundraising experience preferably in higher education (or a comparably complex organization).
- Knowledge of cultivation, solicitation, and stewardship strategies and techniques, particularly in the area of corporate and foundation fundraising techniques.
- Demonstrated ability in grant and proposal writing at appropriate levels for varied proposal development.
- Demonstrated knowledge of methods, practices and procedures for obtaining information about the giving programs of corporations and foundations.
- Ability to initiate and build relationships with prospective corporate and foundation donors, and interact via telephone and in person with institutional representatives.
- Demonstrated record of success in generating significant commitments from corporations, foundations.
- Excellent organizational, interpersonal and networking skills with large groups as well as with individuals are essential.

CUNY TITLE OVERVIEW

Directs College corporate and foundation relations strategy and operations.

- Designs, develops and oversees strategic program to secure corporate and foundation funding for various College initiatives
- Responsible for meeting specific goals and targets
- Develops funding strategies, assesses outcome of strategic plan, and refines approaches to meet priority objectives
- Oversees a portfolio of corporate and foundation donors to establish and sustain ongoing relations; cultivates new prospects
- Maintains relationships with sponsoring organizations to promote and maintain funding
- Ensures reporting requirements are completed in timely and accurate manner
- May develop proposals for institutional, academic, and arts grants
- Manages professional and clerical staff
- Performs related duties as assigned.

Job Title Name: Development Corporate and Foundation Relations Director
CUNY TITLE
Higher Education Officer

FLSA
Exempt

COMPENSATION AND BENEFITS
Salary commensurate with education and experience.

CUNY’s benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY
To apply, please go to www.cuny.edu; select "Employment", "Search Job Listings," "More Options to Search for CUNY Jobs," then enter the Job ID# in the "Job Opening ID" field. Cover letter, resume and any additional supporting documents for candidacy must be submitted as one file.

CLOSING DATE
June 11, 2016, with the review of resumes to begin May 11, 2016.

JOB SEARCH CATEGORY
CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY
CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.