

Title: Corporate and Foundation Relationship Officer	Grade: 7	
Reports To: Director of Development	FLSA Status: Exempt	
Supervises: None	Date Written:	Date Revised:
	2015	2/26/2019

POSITION SUMMARY

The Corporate and Foundation Relationship Officer reports to the Director of Development (DOD) and responsible for the management of corporate and foundation relationships and giving including the writing of proposals for both unrestricted operating revenue and restricted projects, for submitting timely and accurate reports for all existing grant funded projects and assisting with corporate engagement strategies. (S)he is to build multi-layered opportunities for foundation and corporate partners to support the work and mission of Chinese American Service League (CASL).

DUTIES AND RESPONSIBILITIES

- Responsible for conducting the full range of activities required to identify, qualify, cultivate, solicit and steward corporate and foundation sources including grant and special event support.
- Responsible for preparing, submitting, and managing all proposals to corporate and foundation sources.
- Perform comprehensive prospect research to evaluate prospects for corporate and foundation grants.
- Work with finance department and programs to gather information necessary to report to corporate/foundation funders on current grant programs.
- Comply with all reporting requirements of foundation/corporate donors.
- Provide stewardship to current donors, through regular touch-points with corporate and foundation donors.
- Work with the Program staff and Special Events and Volunteer Officer to coordinate corporate engagement events.
- Understand institutional history and programs.
- Schedule site visits and appointments for CEO, COO and Director of Development and Communications with corporate giving and foundation officers and other prospects.
- Maintain current records in Raiser's Edge including grant tracking and reporting.

- Track statistics relevant to development and provide department with written materials necessary for donor stewardship.
 - Participates in Board Development Committee meetings.
 - Seeks, maintains and shares knowledge in current field.
 - Willingness to participate in professional development seminars and organizations.
 - Willingness to learn and better understand Chinese American culture and community.
 - Assists in the planning, coordination and promotion of agency-wide public events.
 - Assist with other fundraising projects as requested.
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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM REQUIREMENTS

Education/Experience:

- Strong written communication and editing skills; ability to write clear, structured, articulate, and persuasive proposals.
- Bachelor's degree from an accredited college or university required.
- At least four years of experience in grant writing or communications, including knowledge of the Chicago philanthropic environment.
- Previous experience with non-profit fundraising.
- Experience working in deadline-driven environments.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Able to monitor and meet income goals.

Skills/Knowledge:

- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

- Attention to Detail & Adaptability - Manages competing demands; Gathers and analyzes information skillfully and can efficiently execute on multiple priorities/plans/ideas; Able to deal with frequent change, delays, or unexpected events; Asks for and offers help when needed; Ability to work in a complex organization, work with all agency team members, flexibility, and willingness to negotiate and compromise.
- Communication & Interpersonal Skills - Speaks clearly, remains calm and focused, negotiates and makes effective presentations to diverse groups and professionally engages colleagues and co-workers. Edits work for correct data, spelling, and grammar. Reads and comprehends simple instructions, short correspondence, and memos.
- Ethics & Judgment - Treats people with respect; tactfully approaches others, works with integrity, and exhibits sound judgment; Willingness and ability to seek-out, share and adopt ideas and best practices in and outside the institution and embraces change introduced by others. Usage of discretion with confidential materials is required.

Physical Demands:

- Required to frequently sit for extended periods and work extensively on a computer.
- Required to occasionally lift/move objects weighing in excess of 25 pounds.
- Must have the visual, hearing, and learning capabilities sufficient to perform the essential functions defined above.

Environment and Scheduling:

- Work is performed during standard business hours, Monday through Friday.
- Must be flexible and available to work additional hours when necessary.

CASL is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, ethnic or national origin, or any other status protected by State and Federal Law.