



Position Title: Director, Corporate and Foundation Relations

Closing Date: April 28, 2024

Grade: 11

Salary: \$97,310.00 - \$133,330.00/Year

Competition Number: [J0124-0829](#)

Overview:

Reporting to the Executive Lead, University-Wide (UW) Development, the Director, Corporate and Foundation Relations (CFR) is responsible for the development, implementation, management, and execution of the corporate and foundation relations short-term and long-term strategies for Queen's University that result in revenue generation for the institution. The incumbent oversees the pan-institutional Corporate and Foundation Relations fundraising program and function at Queen's, including strategy development and execution to ensure corporate and foundation engagement directly supports the strategic framework and leadership goals; as well as works collaboratively to engage cross-campus corporate and foundation relations constituents (such as the Corporate Relations positions in University Relations (UR), Research or within Faculties) to create a network of coordinated peers. The incumbent personally manages a portfolio of high net worth corporate and foundation donors and supports the development of strong corporate and foundations fundraising programs within each faculty and within the UW portfolio.

Through the development of relationships with faculty, students, staff and external constituents, the Director, CFR will ensure that the university's engagement with these external constituencies support the university's Strategic Framework and the fundraising priorities of the institution.

This position is hybrid or remote. Non-traditional hours, including evening and/or weekend commitments are required.

DUTIES AND RESPONSIBILITIES:

- Works closely with the Executive Lead, UW, and the Associate Vice-Principal (Development), and in collaboration with key senior administrators, to lead, develop and implement comprehensive CFR fundraising strategies and deliverables that directly relate to, and positively support, the ongoing priorities of the university and are in alignment with the vision and direction as set out by the Executive Lead. This includes the integration of CFR with major and principal gift fundraising through a strengthened relationship to inspire the highest level of engagement and support from alumni, donors, and friends.
- Develops and fosters proactive and positive key relationships and partnerships with external private and public sector corporate and foundation representatives, sector associations, community influencers, and other institutional partners (such as students, student leaders, faculty and staff) interested in CFR to further the university's goals and strategic priorities.
- Supports senior leaders with establishing and maintaining strong working relationships with key external constituents, including local and national businesses, business groups, entrepreneurs, innovators, associations, foundations, influencers, and civil society leaders, in alignment with the Forward Together Strategic Plan.

- In consultation with the Executive Lead, creates annual and long-range strategic and corporate engagement and fundraising plans based on reliable internal and external data analysis.
- Works closely with Development staff and faculty leaders to develop, execute, and manage multi-year plans (2-3 years) of CFR fundraising targets and prospect strategies, with precise deadlines, to maximize partnerships, investment, maximize philanthropic commitments and revenue to the university.
- Provides expert advice to guide staff and senior management team on various aspects of CFR fundraising strategies and how best to position Queen's in advancing philanthropic priorities to these constituencies.
- Prepares briefings notes, reports and related materials to support the Executive Lead and senior administrators on emerging areas of corporate and foundation interests, developments related to partnership development, and philanthropy provincially and nationally, or other key priorities, and their implications for the university.
- Creates a functional partnership between Advancement and the Office of Research at Queen's University, to increase the opportunity for integrated asks for both philanthropy and sponsored research.
- Acts as a central liaison for philanthropic CFR issues with Queen's University, ensuring that inquiries are dealt with in a cohesive and timely manner. Tracks and reports on inquiries and interactions.
- Recommends and identifies areas of possible alignment of corporate and foundation interest with university priorities and areas of strength. Helps develop long-term strategies and proposals to maximize partnership opportunities and mutual interest; identifying non-traditional sources of funding for initiatives.
- Supports the VP, AVP and Executive Leads in Development, as well as the Vice-Principal (Research) Office to develop and execute on the university's operational plans to increase philanthropic revenue and, in particular, philanthropic revenue towards research.
- Works closely with Advancement staff to ensure consistent and timely management of development strategies in cooperation with both internal and external constituents.
- Organizes and coordinates materials and reports for high profile meetings of the VP, AVP, Executive Leads including those with the Board of Trustees, private sector partners, and community members.
- Develops strategies, identifies, evaluates, cultivates, solicits, stewards, and personally manages a portfolio of sophisticated and critical prospects and donors, with a primary focus on securing major and principal gifts above \$1M, and with a focus on interdisciplinary/cross-campus opportunities.
- Collaborates and communicates regularly with Advancement and campus-wide partners to coordinate supporting activities and provide strategic fundraising leadership in the development and implementation of sophisticated gift requests; face-to-face solicitations; internal and external communications; briefing notes; research profiles; funding proposals; gift agreements; and stewardship, activity and accountability reports.
- Establishes and maintain strong working relationships with campus partners to identify and leverage opportunities for external-facing partnerships, engagements, events, research-translation and knowledge-mobilization, and the amplification of activities supportive of the university's brand.
- Develops and maintains an in-depth knowledge of the university's activities, funding priorities and needs in both teaching and research. Applies this knowledge in matching the interests and needs of prospective donors with the strategic needs of the university.
- In coordination with UW Development, ensures that there is a functional donor relations program tailored for corporate and public foundation donors, including timely and appropriate stewardship plans for

foundation and corporate donors, ensuring gifts are handled and recognized according to sound Advancement practices.

- Keeps corporate and foundation constituents informed about the university's activities, achievements, needs, concerns and proposals.
- Stays abreast of best practices and evolving trends in philanthropy to be able to create sophisticated engagement and fundraising strategies.
- Develops and fosters a diverse and inclusive community and work environment that values equity and inclusion through collaboration and employee engagement.
- Provides work direction, and technical/functional guidance to development team members. Schedules and assigns work, and oversees its completion. Coordinates and monitors work flow related to CFR program.
- Plans, prioritizes, and manages the work of staff, providing strategic and tactical advice, guidance, and coaching.
- Identifies the need for staff resources, participates on staffing committees, and makes effective recommendations regarding employee selection.
- Manages performance by establishing performance standards, reviewing, and evaluating performance and conducting formal performance reviews and talent reviews on an ongoing basis.
- Assesses staff training and development needs and ensures that employees receive training required to improve and sustain successful performance.
- Investigates, addresses, and resolves employee/labour relations issues, including making decisions regarding disciplinary and discharge matters.
- Represents the interests of Queen's Advancement, serving on committees, working groups and task forces as required to enhance the image, increase visibility, and ensure understanding and adoption of university Advancement policies and procedures.
- Undertakes other duties as assigned in support of the unit and/or department.

REQUIRED QUALIFICATIONS:

- University degree.
- Working towards or recognized professional fundraising designation (CFRE or equivalent).
- Minimum seven years progressive experience and a demonstrated track record of success managing fundraising, corporate and foundation relations programs.
- Previous experience working in a university or related environment, particularly in the area of community and institutional relations, public affairs, or communications.
- Clear understanding of and strict adherence to ethical fundraising standards.
- Demonstrated success identifying, evaluating, cultivating, stewarding, and directing solicitation from corporations and foundations, preferably at the \$500,000+ level.
- Strong working knowledge of the Canada Revenue Agency, other relevant regulatory regimes and supporting legislation, as demonstrated through participation in securing complex gifts.
- Solid understanding of family wealth management (involving business or investable wealth) such as wealth transfer strategies, taxation, philanthropy, family governance and wealth education.

- Proven management experience demonstrating effective “hands on” skills in organizing, motivating, and directing staff and volunteers to achieve shared priorities.
- Proven track record in successfully developing and implementing strategic plans, project planning, budget and revenue forecasting, program analysis, and meeting objectives.
- Knowledge of Canadian philanthropic and university environment including challenges faced by post-secondary institutions.
- Knowledge of the Canadian private sector landscape and university/corporate relations best practices.
- Extensive knowledge of senior level office practices, university structure, policies, procedures, and administrative systems.
- Satisfactory Criminal Record and Judicial Matters Check required.
- A valid ‘G’ class drivers’ license (or equivalent) and passport with no travel restrictions is required.
- Consideration may be given to an equivalent combination of education and experience.

SPECIAL SKILLS:

- Embodies Advancement’s core values of integrity, inclusivity, accountability, collaboration, and service.
- Ability to effectively work across multiple departments and portfolios within the university.
- Recognized leader in managing long-term and productive relationships with donors, alumni, volunteers, colleagues, and organizational leaders
- Ability to provide development-focused leadership to many individuals with diverse interests, advancing donor relationships and projects; skilled in diplomacy and negotiation to communicate and reconcile between these diverse perspectives and interests.
- Excellent communication (both verbal and written) and interpersonal skills are critical. Incumbent must be comfortable interacting with many different individuals in a variety of contexts (staff, students, donors, corporate and foundation partners).
- Ability to convey technical, tax, legal material related to charitable giving effectively, concisely and in a broadly accessible manner.
- Excellent business insight, political and cultural awareness, and influencing skills, with the ability to think about institutional information in an interdisciplinary way and strategically place fundraising objectives in a larger organizational context.
- Adept at matching the interests of the donor with the strategic needs of the institution.
- Motivated to communicate the excitement that a transformational gift can create at Queen’s.
- Planning skills to propose new initiatives and to improve efficiency of current services or operation.
- Outstanding ability to manage multiple demands, manage competing priorities and operate effectively in a deadline driven, highly visible, high-pressure work environment.
- Analytical and interpretive skills. Ability to synthesize information from a wide variety of sources. Ability to conceptualize creative plans and workable solutions for dealing with an array of management problems.
- Organizational skills, in order to coordinate and direct the work of the department.
- Result-oriented with a desire to deliver high-quality solutions under demanding timelines.