

## Corporate & Foundation Development Officer

Reports to: Managing Development Director  
Status: Full-time, Exempt  
Location: Los Angeles or New York City

### Job Description:

As an integral part of Point Foundation's (Point) development team, the Corporate & Foundation Development Officer will work closely with regents, trustees, development, and program staff to help identify, solicit, and steward institutional prospects and donors, and will be responsible for assisting the Managing Development Director in the expansion and diversification of grant opportunities from private and family foundations, including but not limited to corporations and institutional donors.

With the support of the Managing Development Director, the Corporate & Foundation Development Officer will implement strategies to cultivate long-term, comprehensive relationships with all institutional grant-making organizations. This position will manage and grow a portfolio of corporate and foundation funders to ensure a diverse revenue stream for Point Foundation. This individual will be responsible for matching grant opportunities in accordance with Point's current programs and initiatives.

The Corporate & Foundation Development Officer will initiate and maintain communications with prospects and funders through in-person meetings, telephone exchanges and other methods of prospecting such as written correspondence via letters of inquiry, formal proposals and official visits to funders. The individual will work with staff members at all levels to ensure that application deadlines are met, proposals are of the highest quality and that grantors expectations are met. In conjunction with the Grant Writer, the Corporate & Foundation Development Officer will meet with program staff to gather programmatic information to support grant applications and also with finance to assist in developing budgets which capture direct and in-direct costs associated with the grant.

The Corporate & Foundation Development Officer is expected to help foster a culture of philanthropy within the organization while offering exceptional fundraising services, knowledge, and counsel to donors, prospective donors, and the leadership of Point Foundation.

### Job Duties:

- Work effectively with the Managing Development Director to achieve fundraising goals and design, implement and communicate a detailed development plan related to corporate and foundation supporters
- Responsible for the identification, cultivation, solicitation and stewardship of foundations, corporations and other philanthropic institutions and organizations that currently support or could support Point Foundation
- Diversifying revenue portfolio by developing new partnerships, including growing corporate sponsorships and gifts
- Works with the development and program staff to tie grant opportunities with the capital and program needs of Point
- Helps identify opportunities to collaborate with corporate funders and leverage their assets to raise incremental funds and engage the business side of their company to benefit Point
- Supervising the Grant Writer to oversee the full range of activities required to prepare, submit, and steward grant proposals and reports to foundation and corporate sources in collaboration with development, finance, and program staff

- Maintains regular communication with contacts in the private funding arena
- Ensures that all contacts and activities with corporate funders are recorded and that funder objectives and sponsorship agreements are met and fulfilled by their deadlines
- Expand the current donor base
- Management and planning of corporate and foundation cultivation and fundraising events
- Assist with drafting development related communications, including but not limited to, Board reports, newsletter articles, sponsorship agreements, solicitation letters and acknowledgement letters
- Keep informed of developments in philanthropy as well as the general fields of management and the not-for-profit sector; inform the staff, development committee and board on current trends, issues, problems and activities in order to facilitate policy-making
- Participate in special projects and other duties as assigned

**Requirements:**

- Bachelor's Degree required
- Minimum of 6 years experience related to development, corporate giving, foundation relations and/or donor relations in the non-profit sector
- Well-rounded development professional with a successful track record in corporate and foundation fundraising
- Experience working with prominent national corporations and foundations
- Knowledge of development/fundraising concepts and appropriate solicitation techniques, including strong selling and closing skills
- Strong interpersonal/human relations skills
- Strong verbal and professional written communication skills
- Marketing and presentation skills
- Project management skills
- Proficiency with Raisers Edge, including invoicing, tracking and updating prospect assignments
- Ability to interact with diplomacy and tact amid influential donors and diverse groups
- Ability to maintain relationships with significant and influential individuals
- Ability to maintain high level of confidentiality
- Ability to work as part of a team
- Flexibility of work schedule, as many events and opportunities to meet current and prospective donors take place in the evening or on weekends
- Flexibility to travel within the United States
- Positive, cheerful and professional demeanor, especially under high-stress situations
- Willingness to commit to the mission and goals of Point
- Knowledge of the LGBT community and related social issues
- Experience working with non-profit boards
- Ability to meet deadlines

**Competencies:**

- Integrity
- Strategic and creative thinker
- Customer-focus
- Energy/enthusiasm
- Persuasiveness/assertiveness
- Likeability
- Persistence/tenacity – not giving up
- Awareness of politics

- Team environment and collaboration with other staff members
- Willing to have a “roll up the sleeves” team player attitude
- Setting clear and fair stretch goals
- Positive “can-do” attitude
- Managing time well
- Initiative/exhibiting a strong desire to achieve
- Knowledge and/or proficiency with Raisers Edge donor software
- Able to manage multiple deadlines in a fast-paced environment
- Ability to mobilize volunteers in a variety of fundraising capacities
- Demonstrated creativity, resourcefulness and flexibility