



Job: Director of Philanthropy and Foundation Relations

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Position No.	00026480	Job Family	15
Department	SGCHAN	FLSA	Exempt
Campus	UM	Wage Grade	07

Primary Purpose of Position

The Director of Philanthropy and Foundation Relations will design, propose, and lead implementation of a comprehensive, UMS-wide effort to significantly increase funding from private, family, and corporate foundations, as well as other philanthropic entities. This position will be responsible for identifying high-impact funding opportunities and good matches to institutional priorities, crafting compelling grant proposals, and strategically partnering with university and UMS leadership to cultivate and steward critical relationships with foundation representatives at the highest levels.

Primary Responsibilities

Strategic Philanthropy Leadership and Planning

- Begin development of a robust, multi-year strategic approach for foundation and corporate philanthropy fundraising that directly aligns with and advances the overarching development goals of UMS and its individual institutions.
- Support the chancellor, vice chancellors, and university presidents
- Proactively identify and rigorously research top-tier funding sources, including major private foundations, national philanthropic organizations, and corporate family foundations with significant giving capacity.
- Establish and maintain a sophisticated, system-wide database of foundation and corporate philanthropy prospects, pipeline activity, and comprehensive grant engagement history.
- Conduct advanced pipeline research and sophisticated analysis of corporate and foundation relationship intelligence and potential connections from diverse internal and external data streams to identify strategic opportunities.

High-Level Relationship Cultivation and Stewardship

- Cultivate and sustain deep, meaningful relationships with representatives across all UMS universities and the School of Law through regular executive-level communication, strategic meetings, and site visits.
- Serve as a primary ambassador for UMS as requested by the UMS senior leaders at high-profile meetings, national conferences, and significant external events.
- Design and implement innovative strategies for sophisticated stewardship to ensure sustained philanthropic engagement.
- Coordinate and facilitate high-impact site visits for the presidents, chancellor, and other senior leaders to deepen foundation relationships.



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Advanced Research and Market Intelligence

- Conduct in-depth research and sophisticated analysis on emerging philanthropic trends, funding priorities, and best practices within the higher education sector and beyond.
- Leverage grant data and analytics to continuously refine and optimize fundraising strategies, identifying areas for significant growth and improved return on investment.
- Maintain expert-level knowledge of current philanthropic trends, industry benchmarks, and innovative best practices in foundation relations.

Supervisory Responsibilities

None.

Reporting Relationship

The position reports to the UMS Vice Chancellor for Research and Innovation with a dotted line reporting relationship to the UMS Chancellor.

Qualifications

Required:

- Bachelor's degree required.
- Minimum of 8 years of experience in foundation or corporate fundraising or funding, grant writing, or related field.
- Proven track record of securing significant grant funding from foundations, and/or of evaluating and supporting grantmaking in the private sector.
- Excellent written and verbal communication skills, with the ability to craft compelling proposals and reports.
- Strong research and analytical skills.
- Ability to build and maintain strong relationships with foundation representatives and senior UMS leaders.
- Proficiency in database management, grant tracking systems, and AI tools.
- Strong organizational and time management skills, with the ability to manage multiple projects and meet deadlines.
- Ability to work independently and as part of a team.
- Experience with CRM software, grant management software, and AI tools.

Preferred:

- Graduate degree.
- Knowledge of the higher education sector and R1 institutions.
- Experience with major gifts fundraising.
- Experience working in private philanthropy organizations.

Note: University Services reserves the right to assign reasonably related additional duties and to change or reassign job duties.



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Signatures

The signatures indicate the employee and immediate supervisor have reviewed the job description and had the opportunity to edit the document.

Employee: _____

Date: _____

Immediate Supervisor: _____

Date: _____