



JOB DESCRIPTION

Director of Corporate and Foundation Relations

Children's HeartLink is a nonprofit humanitarian organization based in Minneapolis. To save the lives of children with heart disease, we partner with organizations to train medical teams, provide education, and transform health care in underserved parts of the world. One in 100 children are born with a heart defect, and 90 percent of these children live where there is inadequate medical care. We currently support partner hospitals and programs in Brazil, China, India, Malaysia, and Vietnam.

Children's HeartLink Core Values

- Integrity: We build trusting relationships across cultures and honor our commitments.
- Innovate: We challenge the status quo, learning and improving.
- Collaborate: We work together and connect others to achieve desired results.
- Quality: We strive to deliver high quality programs and services.

I. Objectives

The Director of Corporate and Foundation Relations is responsible for creating, executing, and evaluating a comprehensive strategy designed to fully develop potential gift and grant income from corporations and foundations internationally, nationally and locally. This position will be focused on increasing, coordinating, and producing a stream of approaches to corporations, foundations, and grants for gifts that support the mission of Children's HeartLink. This position will work closely with the President, Vice President of Development and Communications, Vice President of Programs and Evaluation, Vice President of Global Strategy and Advocacy, Communications and Marketing Manager, Grant Writer, Board of Directors, and other stakeholders.

II. Supervision

This position reports directly to the Vice President of Development and Communications. The Director of Corporate and Foundation Relations supervises the Grant Writer, and collaborates closely on grant submissions and funder reporting with the Program Manager, Grants Management and Grant Writer.

III. Responsibilities

- A. Lead the strategic vision, planning, and execution for building a comprehensive and sophisticated corporate philanthropic plan, including the design and execution of a moves management strategy for each corporation under management to ensure timely steps are taken toward gift solicitation and closure of major gifts and other investments.
- B. Partner closely with the Vice President of Development and Communications, Communications team, and President to establish and maintain a portfolio of corporations and foundations that creates unique partnerships and supports the organization's fundraising goals.
- C. Partner with organization's Executive Team to help develop and execute the

- organization's strategic plan around corporate and foundation giving.
- D. Create, update, and implement corporation and foundation stewardship plans that result in strengthened relationships, increased involvement, and growing financial support from these prospects over time, including a strategy for corporate engagement in fundraising campaigns.
 - E. Plan and execute strategies locally, nationally, and internationally in order to steward existing relationships and to build the pipeline of new corporate and foundation prospects in other markets.
 - F. Lead the strategy for corporate and foundation grants, collaborating closely with Vice President of Development and Communications, President, Grant Writer, Communications and Marketing Manager and the International Programs team.
 - G. Supervise the Grant Writer and provide direction related to sponsorship strategy.
 - H. Serve as a key member of the organization's annual fundraising gala planning team and implement strategies that leverage the gala to grow the pipeline of new corporate and foundation prospects and strengthen relationships with existing ones.
 - I. Produce monthly reports that accurately reflect caseload activity and performance as measured against fundraising goals and the annual budget.
 - J. Assist in developing the organization's annual revenue budget.
 - K. Collaborate with Communications team on corporate and foundation communication strategy.
 - L. Other duties as assigned.

IV. General Office Responsibilities

- A. Attend and participate in Development and Communication Committee meetings.
- B. Attend and participate in staff meetings, retreats, special sessions and events.
- C. Participate in annual performance review.
- D. Stay abreast of fundraising and industry trends and news.

V. Required Experience and Skills

- A. Bachelor's degree or equivalent experience.
- B. Minimum of five to seven years of full-time, direct experience identifying, cultivating, soliciting, and stewarding gifts from corporations, foundations and individuals.
- C. Minimum two years managing people; motivating, directing, and leading staff and consultants, and coordinating and supporting the work of others.
- D. Demonstrated success managing a portfolio of major corporate prospects through the process of identification, cultivation, solicitation, and stewardship. A measurable record of accomplishment with six figure solicitations.
- E. Ability to understand project and organization information and create, write, and communicate effective proposals.
- F. Ability to create timely reports that reflect performance against goals.
- G. Ability to manage people, process, deadlines, and budget while adhering to the policies and procedures of the organization.
- H. Excellent business communication and presentation skills.
- I. Proficiency in Word, Excel, PowerPoint.
- J. Experience in using Customer Relationship Management software.
- K. Knowledge of trends affecting philanthropy.
- L. Ability to work with others as a team and in support of a positive work culture.
- M. Ability to deal with ambiguities and changing priorities.
- N. Ability to travel for work as required.

VI. Additional Information

- A. Compensation is competitive for this position and includes a generous benefits package including health, dental, disability, 403(b) with match, PTO and 15 paid holidays.
- B. Physical demands are the ability to sit for extended periods of time with the use of computer, keyboard, and mouse. The job may include the ability to lift, move, or retrieve objects up to 30 pounds and bend, stoop, crouch, and reach to perform work functions.

VII. How to Apply

Qualified candidates should submit the following items to Ann Odens, Operations Manager, at ann@childrensheartlink.org.

- 1) cover letter, including salary requirement
- 2) resume
- 3) contact information for three references

Thank you for your interest in Children's HeartLink.