Company Name: University of Virginia  
Job Title: Corporate and Foundations Relations Manager

**Job Details:** The University of Virginia seeks a Corporate and Foundation Relations Manager to provide strategic leadership and management of all of Virginia Humanities' advancement relationships with corporations and foundations. This includes identifying local, regional and national prospects; liaising with corporate and foundation contacts; writing proposals for funding; and coordinating cross-programmatic funding pursuits.

Reporting to the Chief Advancement Officer, the Corporate and Foundation Relations Manager proactively engages the Virginia Humanities board, executive team, program directors, and advancement team to identify opportunities for corporate and foundation support, matching strategic priorities with potential funders. This position works with colleagues to cultivate, coordinate and request support from corporations and foundations, then stewards relationships by regularly reporting progress to investors. The Corporate and Foundation Relations Manager maintains and grows a diverse portfolio of corporations and foundations ensuring sustained and expanded investment in Virginia Humanities and its programs.

**Specific duties include:**
- Manage organization-wide calendar of proposals to corporations and foundations, collaborating with program directors to track and oversee all proposal activity  
- Collaborate with Executive Director, CAO and program staff to compellingly represent VH and its programs to potential corporate and foundation supporters  
- Write or oversee the development of all funding proposals to corporations and foundations, with a special focus on multi-programmatic efforts  
- Create an annual personal work plan to accomplish organizational objectives in consultation with the CAO and Executive Director  
- Cultivate, solicit and steward corporate/foundation contacts, using a donor-focused approach  
- Advise on corporate/foundation interest, readiness, and capacity for investment

[https://www.aaihs.org/resources/af-am-job-openings/](https://www.aaihs.org/resources/af-am-job-openings/)
· Schedule and conduct regular and strategically planned calls and face-to-face visits with corporate and foundation contacts to solicit major gifts
· Prepare written proposals, concept and informational materials, presentations, and other materials needed to secure corporate and foundation investment
· Coordinate, compile, and write annual reports to foundations and corporations in collaboration with program directors
· Solicit a predetermined minimum number of corporate and foundation gifts annually while growing a pipeline to support additional solicitations in subsequent years
· Participate cooperatively and collaboratively in advancement team meetings and record all visit, contact, and proposal information in Advance in a timely manner
· Perform additional duties as assigned by Executive Director and CAO

A bachelor's degree with at least three years of experience is required. Competitive candidates will have exemplary organizational, written/oral communications and project management skills; a high degree of efficiency and accuracy; the ability to welcome and engage diverse stakeholders; and an eagerness to respond to the goals of corporate and foundation partners to increase their commitment to Virginia Humanities. Experience working on an advancement team, including proficiency working with University of Virginia (UVA)'s Advance system or a similar database, and/or with corporations and foundations is preferred. Proven skills in writing and editing in a professional setting is required.

This position aligns closely with the Corporate and Foundation Relations department of UVA Advancement, leveraging UVA resources and advocating for Virginia Humanities' fundraising needs and opportunities. This position should keep a real time library of potential funders with strategies for engagement and also keep a library of projects and programs deemed appropriate for grant funding. This position should also develop the organization's corporate partnerships and sponsorship program, especially in the restricted giving space that would connect funders with specific programs and projects.

A nonacademic department of UVA, Virginia Humanities offers a dynamic work environment with a dedicated staff, excellent benefits and an impressive array of public programming including the Virginia Festival of the Book, With Good Reason radio program, Encyclopedia Virginia, the Virginia Folklife Program, grants and fellowships, and more. The Corporate and Foundation Relations Manager will support all aspects of our programming at an exciting moment in Virginia Humanities' 45-year history of serving the Commonwealth. With strategic goals that prioritize democracy, equity, and sharing all of Virginia's stories, Virginia Humanities is reaching new audiences in important ways with each initiative.

At Virginia Humanities, we are wholly invested in cultivating a staff that embodies our commitment to inclusion, which is increasingly reflected in our cultural programming statewide. We value the voices and work of marginalized communities and strongly encourage applicants

AAIHS
African American Intellectual History Society

https://www.aaihs.org/resources/af-am-job-openings/
who represent the diverse and intersecting identities that contribute to the fabric of Virginia. Please feel free to reach out with any questions prior to submitting an application by emailing Maggie Guggenheimer (mog3h@virginia.edu). In particular, we're very happy to talk with anyone who's interested, but not sure whether they have the required and preferred skills.

This position will remain open until filled. Review of applicants will begin January 6, 2020. This is a University of Virginia Exempt level, benefited position. This position is a restricted position and is dependent upon project need, availability of funding and performance. Anticipated Hiring Range: $65,000 - $80,000 commensurate with education and experience. The University will perform background checks on all new hires prior to employment. For questions about the position or the application process, please contact Ashley Cochran, Senior Recruiter at alc6dk@virginia.edu

How to Apply:
Applications that do not contain all of the required documents will not receive full consideration, please note that multiple documents can be uploaded in the box.

Process for External Applicants: Please apply through Workday, https://uva.wd1.myworkdayjobs.com/UVA_Jobs and search for 'R0012069'. Complete an application online and attach a cover letter, CV/resume, and contact information for three references (name, email address, telephone number, and address).

Process for Internal UVA Applicants: Please apply through your Workday Home page, search “Find Jobs,” and search for 'R0012069'. Complete an application online and attach a cover letter, CV/resume, and contact information for three references (name, email address, telephone number, and address).

The University of Virginia, including the UVA Health System and the University Physician’s Group are fundamentally committed to the diversity of our faculty and staff. We believe diversity is excellence expressing itself through every person's perspectives and lived experiences. We are equal opportunity and affirmative action employers. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender identity or expression, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family medical or genetic information.