



Job Title: Director, Foundation Relations

Department: Development

Location: Long Beach, CA

The **Director, Foundation Relations** will be responsible for managing the foundation relations strategy. This includes managing a portfolio of 80 to 100 institutional, corporate, and family foundations. The Director will be responsible for all facets of grant management, including research, writing LOIs and applications, and stewardship.

Reports To: Vice President, Development

Job Level: 20

Compensation: Position is full-time, benefit eligible. The exempt salary range is **\$67,000 - \$73,700** depending on relevant education and experience.

KEY RESPONSIBILITIES | TOTAL 100%

Grant Management: 60%

- Lead organization-wide Foundation Relations strategy
- Implement the grants RASCI project management process: Track grant reporting requirements, develop internal report systems, monitor and manage grant award processes, oversee preparation and submission of required progress reports
- Utilize the customer relationship management software, Raiser's Edge NXT; implement and support grants reporting and stewardship; maintain grant-related reference resources and funder research files, grant application deadlines, grant reporting schedules, and other information
- Identify grant programs pipeline and timing of applications
- Ensure compliance with grant agreements through the life of the grant; present about and/or explain terms of the grant agreement to project staff and external partners
- Collaborate with the Finance team, to assist project staff to submit grant progress and final reports, and other required paperwork
- Work with Marketing & Communications and Development colleagues to coordinate recognition of public funders

Proposal Development: 20%

- Work with Sports & Programs staff to produce quality grant proposals
- Collaborate with staff and external partners to identify project priorities and funding needs and timelines; work with project managers to develop grants materials
- Research, write, and submit competitive proposals
- Coordinate proposal development with project staff and volunteer leaders
- Advise staff to identify and create an inventory of funding needs
- Create grant program summaries and distribute to staff to help them understand specific funding programs
- Incorporate DEI goals and practices into grant applications focusing on innovative outcomes in collaboration with staff
- Communicate regularly with staff and external partners to prioritize projects for funding programs

Portfolio Management: 20%

- Manage a portfolio that includes institutional, family, and corporate foundations
- Cultivate new/expand existing relationships with grant funders and community partners
- Organize site visits for grant approvals and/or stewardship
- Leverage volunteer leaders to identify, cultivate, ask, and steward foundation partners
- Meet Key Performance Indicator (KPIs) deadlines



JOB LEVEL RESPONSIBILITIES: Develops goals and plans that align with the organization's strategic plan. Works with direct reports or collaborators on developing goals and plans. Has authority and flexibility in day-to-day work towards accomplishing goals. Has decision-making authority around issues related to their team, and is responsible for the results and success of their team. May have access to executive level confidential information. Has authority to speak publically on behalf of the organization.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- 10 to 12 years professional experience & college degree or equivalent and 3 to 5 years direct foundation relations experience preferred.
- Possesses and applies comprehensive knowledge of particular field of specialization to the completion complex assignments. Has well-developed leadership qualities. May work across departments.

SKILLS AND/OR ABILITIES:

- Strong analytical thinking skills
- Superior relationship-building and interpersonal skills which enable rapport-building with internal and external stakeholders
- Agility and the capability to think strategically while executing tactically within in a lean and resource-constrained environment
- Demonstrated project management skills, with strong attention to detail, that enable the execution of complex, multi-stakeholder projects
- Demonstrated experience with sophisticated database management and/or significant Raiser's Edge skills - leveraging RE as a primary tool in driving strategic and tactical planning
- Ability to analyze data in order to detect important trends that should inform strategic development
- A constant learner who is interested in being a proactive, positive member of the team
- Excellent oral and written communication skills, and public speaking ability
- Ability to work with diverse personalities and in stressful situations
- Ability to travel and to work evenings and weekends to meet job requirements
- Have valid California driver's license and meet minimum California vehicle insurance requirements
- Must be able to pass a background screen of criminal history and DMV record
- The employee occasionally is required to stand, walk, lift or carry up to 24 pounds

WORK ENVIRONMENT: Employee and SOSC will establish a hybrid work schedule with a set number of days in the SOSC office and at a remote work site. The remote work site must be distraction free, contain a proper work surface (table or desk) and have adequate Wi-Fi capability.

The noise level in the work environment is usually moderate. This job requires occasional driving.

APPLY: Please send resume and cover letter to ljobs@sosc.org.



CORE VALUES

Be ATHLETE centric: 25%

- Let's the interests of the athletes drive daily decisions and actions
- Makes wise use of organizational resources and time in order to maximize the experiences for our athletes
- Seeks to incorporate athlete participation in non-sports roles

Be a TEAM player: 25%

- Places team and organizational success before individual achievement
- Recognizes the needs and offers assistance without waiting to be asked, or encouraged to do so• Shows appreciation and acknowledges the contributions of others

Be a CHANGE agent: 25%

- Seeks opportunities for professional development and applies these learnings to work
- Accepts responsibility for actions, learns from experience and displays a willingness to accept feedback
- Looks for opportunities to improve processes and enlists help of others when needed.

Be a LEADER: 25%

- Shares organizational and professional knowledge with co-workers and helps to onboard new team members
- Takes on new leadership opportunities with eagerness and enthusiasm
- Represents SOSOC in a knowledgeable and professional manner

Total: 100%