



Cambridge College
Boston, MA
Director of Corporate & Foundation Relations

Cambridge College seeks an enthusiastic and experienced Director of Corporate & Foundation Relations with a proven record of cultivating and securing corporate and foundation support. Now in its 46th year of operation, Cambridge College is one of the nation's leading institutions of higher education for working adults, providing access to high quality, affordable education in a responsive learning environment that values students' prior education and life experiences. The College offers graduate and undergraduate degrees at its main campuses in Boston, MA and at four other regional centers located in Massachusetts (Springfield and Lawrence), California and Puerto Rico. Over 5,000 students are currently enrolled in Cambridge College's four schools: Management, Psychology and Counseling, Education and Undergraduate Studies. The College has matriculated over 35,000 alumni since its inception.

Reporting to the Vice President for Advancement, the Director of Corporate & Foundation Relations will lead the effort to expand and diversify funding for an extraordinary College focused on adult learners with locations in Massachusetts (Boston, Lawrence, Springfield), California, and Puerto Rico. The Director will design and implement a plan to grow funding from a diverse range of corporate and foundation supporters by strengthening relationships with existing funders and initiating new ones to support the College's new strategic initiatives. The Director will work collaboratively with the President, Provost, Vice Presidents, Deans and faculty to articulate new initiatives and develop and submit compelling proposals to funders. The Director reports to the VP for Advancement and supervises a full-time Advancement Research Specialist responsible for providing funder research and writing support.

About Cambridge College

Cambridge College is a national leader in adult education that affords working adults opportunities to make personal and professional changes to achieve their goals. The College was established in 1971 by a small group of educators who sought to provide educational opportunity and advanced degrees for teachers and other working adults. It has since expanded its programs to offer Bachelor's and master's degrees for educators, counselors, managers and human service providers, as well as a doctoral program in educational leadership. Cambridge College is accredited by the New England Association of Schools and Colleges, Inc. (NEASC) through its Commission on Institutions of Higher Education.

Cambridge College's mission is to provide academically excellent, time-efficient and cost effective higher education for a diverse population of working adults for whom those opportunities may have been limited or denied. Its learning environment offers compelling benefits for adult learners that emphasizes teamwork among faculty and students and a curriculum that balances theory and practice. The student body brings a wealth of diversity to the learning environment: The average age is 32, over 70% are women, and over 60% are racial and ethnic minorities. Over 50% of students receive financial aid.

The Opportunity

In 2016, Cambridge College marked its 45th anniversary. Now in its fifth decade of operation, the College has demonstrated the durability of its pioneering educational model—open admission, inclusive, student-centered, and career-oriented. Looking to its future and the next fifty years, the College is poised to embark on an exciting new era of growth. With the recent move to Boston and a new campus at 500 Rutherford Ave in Charlestown’s Hood Park, the College has created the physical and financial base for building an institution capable of meeting the needs of its students and faculty for decades to come. In this moment of change for Cambridge College, there lies great opportunity—for innovation, for reinvigorating academic programs and faculty, and for strategic investment that can drive long-term financial sustainability.

Accordingly, the College seeks to establish new relationships with corporate and foundation funders in Greater Boston capable of sustaining existing programs in the areas of student success and academic support; seeding new academic programs tied to fast-growing sectors and strategic priorities; and creating new corporate partnership and career development opportunities for the College’s students. The Director of Corporate & Foundation Relations is critical to each of these efforts and to building and growing a robust foundation and corporate funder pipeline. The ideal candidate will have proven grant-writing skills and will bring an entrepreneurial approach to identifying and cultivating prospective foundation and corporate funders, as well as the analytical and organizational skills to shepherd and submit successful proposals in collaboration with the College’s academic and executive leadership.

Roles and Responsibilities

Reporting to the Vice President for Advancement, the Director of Corporate & Foundation Relations will be expected to develop and maintain a consistent level of relationships with external organizations with the goal of raising significant resources for the College. The Director will take the lead in planning, implementing, and directing a comprehensive effort to secure additional foundation, corporate, and government support for new and existing programs. The Director will work with the academic and executive leadership of the College to generate new proposals based on corporate and foundation guidelines and interests and to maintain strong communications and strategic relationships with corporate and foundation program staff. Key areas of responsibility will include writing and editing proposals, preparing grant reports and grant-related correspondence, and conducting stewardship activities with current funders. The Director will be expected to:

- Lead the College’s overall fundraising in the areas of foundation, corporation, and government support
- Identify and research potential corporate and foundation funders
- Initiate discussions with potential funders to vet funding opportunities and secure invitations to apply for funding
- Attend information sessions, funder meetings, or fact-finding visits to build relationships with foundation staff and potential collaborating organizations
- Identify, develop, and manage relationships with federal, state and other government funding sources

- Inform the President’s Office, Provost, Deans, faculty, and executive team of potential grant opportunities
- Work with appropriate staff, faculty and departments to prepare and submit highly competitive grant proposals
- Plan and implement site visits of prospective and current funders
- Monitor and assess quantitative goals and objectives for grant activities, with the overall objective of increasing proposal volume, success rates, and dollars raised
- Prepare internal reports of all grant-seeking activities for the VP and executive team
- Supervise the work of the Advancement Research Specialist

Qualifications:

- Proven experience in higher education C&F fundraising (min. 3-5 years), with focus on developing, writing and submitting effective grant proposals and reports
- Demonstrated success in developing and sustaining effective C&F relationships
- Exemplary writing and communication skills, particularly the ability to condense complex information and communicate it in compelling terms to C&F audiences
- Strong project management and strategic planning skills
- Ability to create and manage grant-funded program budgets
- Ability to work collaboratively with a wide variety of constituents and colleagues
- Willingness to work extended hours as needed to meet deadlines

Education and Skills

- Bachelor’s degree required, master’s preferred
- Proficiency in Microsoft office (Word, Excel, PowerPoint, Outlook)
- Understanding of the mission and values of Cambridge College and the ability to effectively support and communicate them, especially to external audiences

Cambridge College offers a competitive salary and excellent benefits. This position may require evening and weekend hours beyond the regular workday as necessary to meet deadlines, as well as some travel within the Greater Boston region.

The College is committed to seeking and sustaining a culturally and ethnically diverse campus environment, and to the principles that promote inclusive practices. The Institutional Advancement department fully supports the College’s commitment and is dedicated to building a diverse staff with expertise and interest in serving students/College community with diverse needs, backgrounds, ethnicities, abilities and other distinct characteristics in respectful, sensitive and understanding ways.

For consideration, please email resume in confidence to:
jobs@cambridgecollege.edu

For more information about Cambridge College, please visit:
www.cambridgecollege.edu