

The University of Texas at San Antonio

Job Description

Job Title: Corporate & Foundation Engagement Coordinator
Code: 19112
Salary Grade: 59
Department/Division: External Relations
Reports To: Assistant Vice President for Corporate and Foundation Engagement

Summary

Function: To coordinate activities related to the planning, implementation and evaluation of partnership/development programs within corporate and foundation constituencies.

Scope: Coordinates the partnership/development activities related to cultivation, solicitation, and stewardship of private gifts from foundations and corporations..

Duties

Typical:

1. Provides direct administrative and project management support to the AVP, to include organization and oversight of special projects; preparation for meetings including agendas, logistics, support materials, follow up on action items and deadlines, entering donor meeting/communication reports into database
2. Conduct ongoing research to identify appropriate sources of corporate and foundation funding
3. Organize and manage the process for identifying and circulating corporate and foundation fundraising opportunities to internal university constituents
4. Create and maintain centralized documents to track all engagement between the colleges and units with our partners; provide up-to-date documentation for Corporate Council, as needed
5. Coordinate with Marketing team to maintain CFE website presence
6. Conduct the full range of activities required to prepare, submit, and manage grant proposals, budgets, and reports to institutional sources
7. Track all corporate and foundation activity and progress toward annual goals
8. Maintain current records in database, including grant tracking and reporting, communications with corporate partners, etc.
9. Coordinate collaborative partnership efforts with Offices of Research, Sponsored Program

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Administration, Career Services, and other relevant divisions as needed

Periodic:

1. Assist with the implementation of corporate and foundation related events, as needed
2. Independently manage special projects, as assigned

Education

Required	Preferred
Bachelor's degree from an accredited institution.	N/A

Other Requirements

Required	Preferred
<ul style="list-style-type: none">- Three years demonstrated successful experience in a development and/or grant-seeking position.- Familiarity with the cultivation, solicitation and stewardship process for corporate and foundation gifts and grants.- Excellent writing and proofreading skills.- Familiarity with the full range of activities required to prepare, submit, and manage grant proposals, budgets, and reports to foundations and corporations.- Proven skills in project management, meeting deadlines, accuracy, timeliness, and efficiency; strong organizational skills and attention to detail.- Ability to analyze and edit complex information and synthesize into readable and persuasive written material.- Excellent verbal and interpersonal skills.- Ability to work both independently and in a team environment.	<ul style="list-style-type: none">- Similar experience in a higher education or non-profit atmosphere.- Experience with Raiser's Edge NXT database or similar fundraising database.- Knowledge of grant database resources (Guidestar, Foundation Directory, etc.) preferred.

- Demonstrated knowledge of funding resources.	
- Ability to relate well to a diverse campus community.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years demonstrated successful experience in a development and/or grant-seeking position.	Similar experience in a higher education or non-profit atmosphere.
Familiarity with the cultivation, solicitation and stewardship process for major gifts.	

Equipment

Required	Preferred
Use of personal computer, Microsoft Office, and standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office conditions.	Occasionally requires weekend or evening work.

Supervision

Received	Given
General supervision	May supervise assigned staff directly or indirectly.

Accuracy

Proficiency in all phases of duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.