



Director of Corporate and Foundation Relations

The Division of Advancement seeks an energetic, highly motivated, donor focused, results-oriented fundraising professional to lead the corporate and foundations relations fundraising efforts for the University.

The fundraising environment at Bradley requires teamwork, a can-do attitude, perseverance, optimism and the ability to think strategically and creatively. Bradley is engaged in a multi-year, \$150 million fundraising campaign, The Campaign for a Bradley Renaissance, and is looking for an individual to assist in the successful completion of this important effort. The Director of Corporate and Foundation Relations reports to the Senior Executive Director of Development, and will work in collaboration with the Vice President for Advancement and advancement colleagues to maximize corporate and foundation support to the University.

Founded in 1897, Bradley University is a distinctive, medium-size comprehensive, private institution of higher learning. The University is located on an 85-acre campus in Peoria, the largest metropolitan area in central Illinois. With approximately 5,000 undergraduates and 800 graduate students, Bradley offers the opportunities and choices of a larger university (with over 130 programs in five colleges, including the traditional liberal arts and sciences as well as programs in communications, business, engineering, education and the health sciences plus a graduate school) and the quality, personal attention and challenge of small private college. With over 60,000 alumni, Bradley is rich in tradition and full of promise to become one of the nation's best comprehensive universities. Visit www.bradley.edu for additional information about the University.

Responsibilities:

- Identify, qualify, and manage a portfolio of approximately 75 prospects with the goal of garnering and maximizing major gift support.
- Manage relations for the University to maximize its opportunities with potential and current corporate and foundation donors.
- Write, edit and compile grant proposals to corporations, foundations and some individual contributors, both independently and in conjunction with University leadership, development staff and faculty.
- Develop proposals; prepare narrative and financial reports to grant-makers to provide ongoing stewardship of institutional donors.
- Perform research and opportunity analyses as needed to support the institutional cultivation process.
- Provide the point of contact for University Advancement with corporate and foundation major gift prospects/donors.
- Act as liaison for University Advancement with the Smith Career Center.

Qualifications:

- Bachelor's degree required.
- Preference given to those with a proven track record of fundraising success from corporations and foundations.

- Fundraising experience in higher education is preferred.
- Highly effective verbal and written communication and interpersonal skills.
- Willingness to travel, and work evenings and weekends when necessary.
- Ability to work with internal and external constituencies, including individuals with high influence and affluence.
- Demonstrated commitment to working in a culturally diverse environment.

Qualified candidates should submit cover letter addressing qualifications of the position, resume, and complete contact information for three professional references electronically to jmd@bradley.edu or via direct mail to:

Director of Corporate and Foundations Relations
Bradley University
203 Swords Hall
Peoria, IL 61625

To ensure full consideration, application materials should be received by August 7, 2009. Review of applications will begin immediately and continue until position is filled.

Bradley University is an Equal Opportunity/Affirmative Action Employer. The administration, faculty and staff are committed to attracting qualified candidates from underrepresented groups.

HUMAN RESOURCE DEPARTMENT

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