



**Georgia Institute
of Technology**

Boyden Executive Search Contact

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Position Summary

The Director of Foundation Relations is a front-line fundraiser reporting to the Executive Director in the Office of Foundation Relations. This position is responsible for meeting or exceeding personal annual fundraising goals of \$3M+; leading the development of and collaboration with faculty and academic staff to submit compelling proposals to national and local foundations for a diverse range of purposes including, but not limited to, research, facilities, programs, scholarship, and endowment. This position also contributes to foundation relations training for colleagues and faculty, and positively represents Development within the institution and Georgia Tech externally among funders, collaborators, and others. The Director works as a trusted partner and ready resource for faculty and staff colleagues in Georgia Tech schools, colleges, and programs, as well as for Development, the Office of Research, and the Office of Sponsored Programs, lending foundation relations expertise, strategic guidance and hands-on support in fundraising approaches. In addition, this position will supervise assigned staff.

Responsibilities

- Maximize support for Georgia Tech from local and national foundations in following ways: manage a portfolio of approximately 40 private local and national foundations; establish and follow strategies to effectively guide relationships from identification to cultivation to solicitation to stewardship; cultivate foundations through any point of entry afforded university-wide; ability to prioritize multiple projects and funding priorities; and identify new funding prospects and/or proposal opportunities.
- Identify funding opportunities and prepare letters of inquiry, grants, and other proposals. Serve as a resource for editing and/or proofreading for proposals and reports before submission.
- Become informed on programs and research being conducted by faculty within the colleges, schools, center, and programs for which they are the Foundation Relations liaison as a means of identifying work that aligns with foundations' funding interests.
- Serve as a key contributor to and leader in campus-wide foundation relations training for staff, faculty, and program leads through meetings, onboarding sessions, roundtables, and workshops.
- Arrange campus visits with foundation representatives and/or secure visits for appropriate Georgia Tech leadership and/or faculty with national and local foundations at their respective offices. Prepare briefings and logistics for the visits and staff Georgia Tech representatives.
- Follow Division of Development protocols for timely documentation and database entry of all contact reports and proposal submissions.
- Manage Associate Director of Development, including supporting their fundraising and professional development goals and ensuring administrative tasks associated with the role follow Division of Development protocols.

- Represent Foundation Relations in campus meetings.
- Perform other duties as assigned.

Knowledge, Skills and Abilities

- High sense of professionalism.
- Knowledge of the major national foundations.
- Attention to detail. Strong analytical thinking skills.
- Goal oriented and commitment to high productivity.
- A self-starter who possesses strong communication skills.
- An affinity for the mission of higher education and research.
- Understanding of effective foundation relations and grant making.
- Ability to work independently, as well as an integral member of a team of seasoned foundation relations professionals.
- An aptitude for working in a large organization. Ability to interact effectively with university constituents at all levels; to grasp and maintain the service-oriented nature of the office. Project management and organizational skills.

Required Qualifications

- Bachelor's degree or equivalent combination of education and experience.
- Five or more years of job-related experience.
- Strong proposal writing and editing skills.
- Demonstrated success in playing a lead or highly active role in securing grants from foundations, including at the six- and seven-figure level.
- Five years of front-line fundraising in cultivating and soliciting foundations on the national and local level, including prospect identification and research, and proposal writing.

Preferred Qualifications

- Master's Degree.
- Ten years of experience working in an academic setting.
- Multiple years of experience and success in foundation fund raising for higher education, particularly in the sciences and/or technology.
- A career of 10 or more years that includes a significant amount of experience in development which could be coupled with work in other applicable fields such as marketing, communications, public relations, non-profit management or consulting.

University Policies and Statements

Georgia Tech prides itself on its technological resources, collaborations, high-quality student body, and its commitment to building an outstanding and diverse community of learning, discovery, and creation. We strongly encourage applicants whose values align with our institutional values, as outlined in our strategic plan. These values include academic excellence, diversity of thought and experience, inquiry and innovation, collaboration and community, and ethical behavior and stewardship. Georgia Tech has policies to promote a healthy work-life balance and is aware that attracting faculty may require meeting the needs of two careers.

The Georgia Institute of Technology (Georgia Tech) is an Equal Employment Opportunity Employer. The University is committed to maintaining a fair and respectful environment for all. To that end, and in accordance with federal and state law, Board of Regents policy, and University policy, Georgia Tech provides equal opportunity to all faculty, staff, students, and all other members of the Georgia Tech community, including applicants for admission and/or employment, contractors, volunteers, and participants in institutional programs, activities, or services. Georgia Tech complies with all applicable laws and regulations governing equal opportunity in the workplace and in educational activities.

Georgia Tech prohibits discrimination, including discriminatory harassment, on the basis of race, ethnicity, ancestry, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, national origin, age, disability, genetics, or veteran status in its programs, activities, employment, and admissions. This prohibition applies to faculty, staff, students, and all other members of the Georgia Tech community, including affiliates, invitees, and guests. Further, Georgia Tech prohibits citizenship status, immigration status, and national origin discrimination in hiring, firing, and recruitment, except where such restrictions are required in order to comply with law, regulation, executive order, or Attorney General directive, or where they are required by Federal, State, or local government contract.

All members of the USG community must adhere to the USG Statement of Core Values, which consists of Integrity, Excellence, Accountability, and Respect. These values shape and fundamentally support our University's work. Additionally, all faculty, staff, and administrators must also be aware of and comply with the Board of Regents and Georgia Institute of Technology's policies on Freedom of Expression and Academic Freedom. More information on these policies can be found [here](#).

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About Boyden

Founded in 1946, Boyden global executive search was the first firm to focus entirely on retained executive search. Others would soon follow, using many of the basic tenets and principles that Sidney Boyden put in place: maintaining a strict code of ethics and standards; establishing a global presence; creating uniform processes; and working with highly experienced business partners. These aspects of Sidney Boyden's vision are still in use today.

Boyden continues to be a leader in the executive search industry. Through the ever-expanding use of cutting-edge technology, while always adhering to strict ethical standards, we remain true to our rich heritage as the founders of retained executive search. We cover the globe with over 70 offices in more than 40 countries, led by resident professionals adept at working in a global economy. We are poised to help our clients find the people who will lead them today and into the future. In addition to retained executive search, Boyden works with clients seeking advice regarding their Boards. We also assist clients with interim management and leadership assessment.

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