



Job Description:
Director, Government and Foundation Relations

Position Summary:

This position is dedicated to raising new funding streams from foundations and government sources to support the buildOn mission. We're seeking a development professional with 5 - 7 years of fund raising experience with an emphasis towards success in securing six and seven-figure grants. Key fit factors include high-energy, creativity and an innate entrepreneurial spirit.

Reports to: Chief Operating Officer

Salary: Open

Type: Full-time - Experienced

Start date: Immediate

Location: National (NYC, CT or Washington DC preferred)

Primary Purpose and Function:

buildOn is seeking a fund raising professional with a passion for our mission, excellent communication skills and demonstrated success in securing funding from foundations and government agencies. The Director of Foundation & Government Relations will strategically develop and manage a portfolio of donors to ensure we are building strong relationships, increasing donor renewal rates and securing new major donors. This position will be an integral part of our dynamic US-based development team and will report directly to the Chief Operating Officer.

Principal Duties:

- Lead the national fund raising plan within the foundation and government revenue streams
- Drive and manage revenue growth in the areas of foundation and government relations
- Conduct targeted research on and outreach to potential funders within the foundation and government agency arenas
- Draft letters of inquiry, proposals, general correspondence, acknowledgements and reports for foundation and government donors
- Formulate budgets to support programs and proposals
- Maintain calendar and tracking system of all grant related information

Key Responsibilities:

- Identify and prioritize private foundations and government agencies likely to support buildOn's mission
- Cultivate long-term relationships with foundations, government agencies, and other institutional officers who are responsible for making funding decisions to ensure continued funding
- Prepare and submit sophisticated proposals and financial plans for foundation and government grants
- Work closely with the regional Development Directors, COO and CEO to strategize concerning larger, multi-year institutional support
- Create and maintain positive relationships with program staff and work with them to achieve development goals, including relationship management and reporting
- Provide accurate, timely reports to foundations and government agencies



**Job Description:
Director, Government and Foundation Relations**

Education/Experience:

- 5-7 years of successful experience securing funding from private foundations and government agencies
- Demonstrated success in the research, identification, analysis, solicitation and stewardship of grants
- Excellent writing, editing, verbal, interpersonal and group communication skills
- Knowledge of private foundation and government sector, including ways to identify foundations and government agencies interested in supporting the work of buildOn
- Experience in cultivating relationships with private foundations and government agencies
- Experience in creating budgets for grant requests
- Able to work with minimal direction and supervision; independent and self-sufficient
- Ability to work effectively in a fast-paced, team environment

About buildOn:

buildOn is a not-for-profit organization that engages primarily urban youth through after-school programs as well as in their classrooms. buildOn integrates global education presentations into social studies classes and its after-school programs enable students to perform extraordinary community service projects in the U.S. while helping to build schools in developing countries around the world.

buildOn has programs in schools in New York, Connecticut, Michigan, Pennsylvania, Illinois and California. buildOn students in the U.S. have contributed over 548,047 hours of service, working with elders, the homeless and young children in need. 93% of the high school students in the U.S. that buildOn has worked with over the last four years have gone on to college.

Since 1992, buildOn's School Construction Program has overseen the building of 332 schools in rural communities of developing countries around the world. In addition, buildOn provides adult literacy and community development through its Community Education Program.

Contact:

Fax or email a letter of interest, resume, and salary history to:

James Liebertz

Email: James.Liebertz@buildon.org

Fax: 203.961.2920

buildOn is an equal opportunity employer committed to providing its employees with a work environment that is both challenging and rewarding. For additional information, please visit our website at www.buildOn.org