The Associate Director of Development, Corporate and Foundation Relations, reports to the Chief Development Officer and works closely with the global development team to plan, implement, and coordinate effective multi-year strategies for leading institutional gift prospects, including corporate and foundation donors.

**ESSENTIAL FUNCTIONS**

The Associate Director of Development, Corporate and Foundation Relations, is responsible for managing a portfolio of institutional donors and building strong relationships. They will understand, develop, and apply complex principles of developing donor strategies as well as taking responsibility for direct asks to both global and regional priorities to meet funding needs. In addition, they will:

- Discuss business and foundation strategy and listen for opportunities to align strategies with BirdLife goals, resulting in grants and sponsorships.
- Provide opportunities for donors to receive recognition and increase future giving.
- Involve and engage appropriate program teams in the regions and at our global headquarters, keeping them apprised of interactions, issues and/or concerns, addressing questions as needed.
- Act as storyteller, capable of featuring the programs of the BirdLife in detailed terms and confidently discuss cause-related marketing opportunities.
- Understand project budgets and build proposal budgets utilizing this knowledge.
- Develop a referral network as needed.
- Effectively use BirdLife’s donor database and be responsible for both creating/submitting proposals to institutional donors and managing the grant administration process once a gift is received by the donor.

**RESPONSIBILITIES & SCOPE**

- Manage a portfolio of corporate/foundation donors.
- Responsible for 100 – 150 moves and 15 – 20 letters of intent and proposals annually.
- Raise $1,000,000 or more annually.
- Act independently and in supervisor’s stead as needed, exercise independent judgment to identify and solve problems.
- Decisions may have program-wide impact and bind the organization financially or legally.
- Demonstrate sensitivity in handling confidential information.
- Ensure compliance with BirdLife policies and procedures and external (donor/legal/IRS) requirements.
- Financial responsibility includes working within a budget and recommending and meeting fundraising goals.
- Manage and implement multiple projects, managing budget, and setting deadlines.
- May direct or participate in negotiations for complex, high-profile or sensitive agreements.
- Persuasively convey the mission of BirdLife to diverse groups who are important to the organization’s overall prosperity.
• Travel frequently and on short notice, work long and flexible hours as needed.
• Work environment involves only infrequent exposure to disagreeable elements and minor physical exertion and/or strain.

MINIMUM QUALIFICATIONS

• Bachelor’s degree and significant related experience on corporate sales, business development, and/or foundation fundraising or an equivalent combination.
• Experience in:
  • Building and maintaining long-term relationships with fundraising constituents.
  • Asking for and closing gifts of $100,000 or more.
  • Developing strategic engagements and large funding opportunities.
  • Managing and tracking multiple prospects and donors.
  • Working with cross-functional teams and with fundraising principles and practices.
  • Coursework, or other training in current trends in charitable giving in the areas of capital campaigns, major gifts or planned giving.

DESIRED QUALIFICATIONS

• Multi-lingual skills and multi-cultural or cross-cultural experience appreciated.
• Ability to design and manage fundraising plans, including individualized cultivation, solicitation and recognition plans.
• Ability to determine an individual’s interests, capacity and potential for helping BirdLife meet its goals, and act appropriately to tie those interests with BirdLife’s work.
• Proven ability to negotiate complex, high profile or sensitive agreements.
• Experience working in a large and matrixed non-profit organization.
• Demonstrated experience using listening, diplomacy and tact to build strong relationships and motivate donors and volunteers.
• Demonstrated capacity in written and oral presentations. Experience with PowerPoint is a plus.
• Strong organizational skills and attention to details.