



Director of Foundation Relationships Job Description

Position Title: Director of Foundation Relationships
Department: Administration
Reports Directly To: Executive Director

Directly Supervises: n/a
Date: OPEN

BACKGROUND

NorthBay Education is a non-profit organization providing large-scale, innovative education programs to public school students. Headquartered in North East Maryland, NorthBay is the largest program of its kind, serving middle school students from Maryland and surrounding states with the goal of transforming lives and inspiring action by fundamentally changing the way students experience and engage in education.

NorthBay is seeking an experienced and dedicated Director of Foundations to lead our efforts in securing funding and support from private and public foundations. The Director of Foundations will play a pivotal role in developing and maintaining relationships with foundations to secure the funding necessary to advance our mission. This full-time position will be measured based on revenue performance.

- This is a full-time, year-round salaried position.
- Salary range is \$80 – 90k annual.
- NorthBay provides a comprehensive benefits package including health, dental and life insurance, 401k matching contributions, tuition assistance, generous paid time off, performance bonuses and more.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Foundation Relationship Building:

- Identify, research, and target potential private and public foundation partners that align with the organization's mission and objectives.
- Cultivate and nurture relationships with foundation program officers, trustees, and decision-makers.

2. Grant Proposal Development:

- Working in collaboration develop compelling grant proposals tailored to the interests and guidelines of foundation partners.
- Collaborate with the program teams to gather data, stories, and information necessary for grant applications.
- Ensure grant applications are submitted on time and in compliance with all requirements.

3. Grant Management:

- Oversee the administration of grants, ensuring that all grant reporting requirements are met and deadlines are adhered to.
- Maintain comprehensive records of grant applications, approvals, and rejections.
- Communicate and coordinate with program teams to track progress and outcomes of grant-funded projects.



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4. Stakeholder Engagement:

- Act as the primary point of contact for foundation partners, providing regular updates on the impact of their grants.
- Collaborate with cross-functional teams to ensure alignment and delivery of programs and projects promised to foundation partners.

5. Financial Goal Achievement:

- Develop and manage an annual budget for foundation fundraising initiatives.
- Partner with the E.D. to set and achieve fundraising targets, ensuring that the organization's financial goals are met through foundation contributions.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong understanding of the grant-making process and foundation landscape.
- Excellent communication and grant writing skills, both written and verbal.
- Proficient in relationship management, negotiation, and stakeholder engagement.
- Strong project management and organizational skills.
- Familiarity with grant management software and databases.
- Ability to work independently and collaboratively within a team.
- Excellent project management and organizational skills.
- Familiarity with CRM and fundraising software is a plus.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree in nonprofit management, business, or a related field (Master's preferred).
- Proven track record of successful foundation fundraising and relationship-building. 7-10 years preferred.