



## POSITION SPECIFICATION - DECEMBER 2011

<b>POSITION</b>	<b>Director, Corporate and Foundation Relations</b>
<b>ORGANIZATION</b>	The Cooper Union for the Advancement of Science and Art <a href="http://cooper.edu/">http://cooper.edu/</a>
<b>LOCATION</b>	New York, NY
<b>REPORTING RELATIONSHIP</b>	Reports to the Vice President of Development and manages a staff of two.

### **ABOUT THE ORGANIZATION:**

The Cooper Union for the Advancement of Science and Art is an all honors college dedicated to providing its students with an unparalleled education in art, architecture and engineering. Founded in 1859 by inventor, industrialist and philanthropist Peter Cooper, it is consistently ranked among the finest and most selective institutions of higher learning in the world. With an annual enrollment of approximately 1,000 students, The Cooper Union offers undergraduate and graduate degrees across three academic programs in The Irwin S. Chanin School of Architecture, The School of Art, and The Albert Nerken School of Engineering.

The Cooper Union's mission is to prepare gifted students to make enlightened contributions to the cultural and scientific life of great urban centers. The college's alumni have achieved national prominence, receiving numerous awards for their work including Guggenheim Fellowships, MacArthur Fellowships and a Nobel Prize in Physics.

The Cooper Union recently completed a successful campaign, raising over \$155 million for The Cooper Union, including a new building, 41 Cooper Square, a technologically advanced academic facility completed in 2009. Designed by Pritzker Prize-winning architect Thom Mayne of Morphosis, the nine-story, 175,000 square-foot, full-block building replaced more than 40 percent of the academic space at the college with reconfigurable, state of-the-art classrooms, laboratories, studios and public spaces.

The recent construction of 41 Cooper Square and the renovation of the college's Foundation Building have been the linchpins of The Cooper Union's strategic plan to assure academic excellence well into the 21st century. Under the inspired leadership of Cooper's newly appointed President, Jamshed Bharucha, the college is establishing a new financial model for the years ahead. A reinvigorated development effort will be a key component of this effort.

#### **POSITION SUMMARY:**

The Cooper Union seeks a sophisticated, entrepreneurial development professional to lead and significantly expand the College's corporate and foundation fundraising program. Working closely with the Vice President of Development, he/she will develop and drive the short- and long-term corporate and foundation fundraising agenda. The primary purpose of this position is to match the college's academic and capital needs with the opportunities presented by funding organizations. It is essential for the new Director to be able to develop and maintain ongoing, highly productive relationships with the faculty, deans and officers.

Key responsibilities include

- Assume a hands-on, proactive, creative leadership role in the identification, cultivation, solicitation and stewardship of corporate and foundation fundraising prospects;
- Develop and implement a strategic plan to expand and enhance the opportunities for corporate and foundation support;
- Develop new proposals to support and expand the resources for Art, Architecture, Engineering, and the Humanities and Social Sciences, along with related research, academic centers, public programs, scholarships, and facilities;
- Manage and direct prospect research, information dissemination, proposal development, follow-up, acknowledgments, tracking, and reporting as it relates to corporate and foundation outreach;
- Provide both leadership and staff support for the deans and faculty in their fundraising activities; engage them in developing strategies for program support; work with the business office to build realistic budgets for their proposals;
- Work collaboratively with the Office of Institutional Relations which is focused on government sponsored research and other public support;

- Analyze creatively The Cooper Union's needs in order to position the college in ways that are attractive to specific donors; and
- Provide leadership for the day-to-day activities of the Department and provide direction and management for a team of two.

### **QUALIFICATIONS AND EXPERIENCE:**

The successful candidate will be a seasoned development professional with a track record of success in institutional fundraising. The new Director must be a conceptual thinker, strategic, resourceful, and a savvy relationship builder and connector.

### **Key Professional Experience:**

- A minimum of 10 years of fundraising experience with significant and proven experience in corporate and foundation relations, preferably within higher education;
- The demonstrated ability to strategize, implement and build relationships with leadership at foundations and corporations;
- Superior writing skills to develop proposals, reports and correspondence;
- Excellent communication and presentation skills; and
- Understanding of the institutional grant-making process.

### **Key Personal Attributes:**

- Genuine interest and enthusiasm for the mission and activities of the college;
- Highly collaborative with a demonstrated ability to work on and lead teams;
- Strong organizational skills and the ability to set priorities, yet maintain flexibility and respond quickly to new fundraising opportunities;
- Exemplary leadership skills and the ability to exercise sound judgment, adhering to the highest professional and ethical standards; and
- Bright and creative with the executive presence and personal style to represent the college to multiple constituents.

### **EDUCATION:**

Bachelor's degree; advanced degree a plus.

### **COMPENSATION & BENEFITS:**

Salary is competitive, commensurate with experience, and includes a competitive benefits package (<http://cooper.edu/work/benefits>).

*The Cooper Union for the Advancement of Science and Art is an Equal Opportunity Employer.*

**Please email cover letter and resume in confidence to:**

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