**Director of Corporate and Foundation Relations**

**Want to transform the world?**

**Join #TeamSOS!**

**Organization:**

SOS Children’s Villages, one of the world’s largest organizations dedicated to the care of orphaned and vulnerable children, operates in 136 countries, including the United States. Our comprehensive approach – strengthening families and communities, providing long-term care for children, educating and empowering youth, and advocating for children’s rights – transforms the lives of millions of children and families each year. Additionally, when humanitarian crises strike, we provide affected children and families with the supplies and support they need.

The SOS model works; in the US, 100% of SOS youth graduate from high school, and SOS alumni are 6 times more likely to graduate from college than youth in traditional foster care. According to the Boston Consulting Group, every $1 invested in SOS programs returns $14 in benefits to society. Over the last 70 years, our work has been supported by leaders such as the Dalai Lama and Nelson Mandela, and we have been recognized with numerous international awards and honors, including 14 nominations for the Nobel Peace Prize.

**Strategic Context and Position Summary:**

SOS Children’s Villages USAis at a critical juncture in defining its future successes. SOS USA has decades of knowledge and experience and is ready to carry out an aggressive and integrated fundraising and marketing strategy to diversify the revenue portfolio of the organization. Securing strategic corporate investments will provide enhanced restricted and unrestricted revenues that will increase the funds raised in the USA that is channeled to support SOS programs in the US and worldwide. We believe that our program and model have tremendous potential to support the growth of SOS USA over the next several years.

SOS USA is a member organization to SOS Children’s Villages International (SOS CVI), headquartered in Austria. As part of the SOS CVI network, there are tools, stories, narratives, program and evaluation data, and testimonials that are assets to SOS USA.

**The Opportunity**

SOS USA is seeking a Director of Corporate and Foundation Relations who will provide leadership to SOS USA by identifying, cultivating, soliciting and stewarding SOS USA’s corporate and philanthropic foundation donors, cause related-marketing partners and nascent corporate membership program. You are instrumental in hitting a $3M annual revenue target in 2020. Seeking new sources of institutional support and maintaining strong relationships with current partners, this position will provide administrative oversight in the pre-award solicitation and negotiation, post-award management and administration of grants and cooperative agreements.

The Director of Corporate and Foundation Relations is also responsible for developing a data driven prospecting methodology that identifies institutional prospects whose giving priorities align with our current programs, as well as coordinating program design and proposal development. For awarded grants, s/he leads program implementation, oversight, and financial and impact reporting in collaboration with in-country field teams, and with the support of select departments within SOS USA and/or SOS Children’s Villages International (SOS CVI). S/he will supervise two staff members on the Corporate and Foundations Team at SOS USA while also overseeing key personnel and sub-grantees directly contracted to support the effective implementation of a donor-funded programs within the SOS USA portfolio.

The Director of Corporate and Foundation Relations serves as the voice of SOS USA’s flagship funders to ensure their requirements are executed in program execution while leveraging the success of current programs into investments with new foundations. This role will create and maintain an active pipeline of new corporate foundations that look forward to the opportunity to partner with SOS USA.

You will have an opportunity to dive deep into the work of SOS Children’s Villages and articulate SOS USA’s theory of change to better connect our work with corporate foundations looking to invest and scale our impacts. You will work closely with the Associate Director of Foundations, Program Officer, and the VP of Development and Communications to articulate SOS USA’s theory of change and communicate this broadly to the philanthropic community. You will work with the Associate Director of Foundations and the VP of Development and Communications to report on the KPIs relevant to the work to be shared monthly with leaders of the organization for brainstorming, knowledge transfer and qualitative evaluation for continual improvement.

The ideal candidate will thrive in a high-energy, hands-on, fast-paced and entrepreneurial organization as part of a collaborative and cross-matrixed team. S/he will have a strong work ethic and a spectacular attention to detail while maintaining a solution-oriented approach to getting the job done. S/he will be diplomatic and will explore bigger and better partnerships and “win-win” situations that benefit SOS programs and meets the strategic desires of corporate funders. The ideal candidate will also possess a high degree of initiative, creativity, and urgency to find corporate foundations that want to align their strategic goals to SOS USA.

The position is based in Washington, DC. The Director of Corporate and Foundation Relations will report to the VP of Development and Communications and work closely with President & CEO, and supervise the Associate Director of Foundations and the Program Officer.

 **Role and Responsibilities**

* Will serve as primary and direct contact for both existing and potential major corporate donors ensuring appropriate and timely follow-up to inquiries from potential donors and/or partners.
* Responsible for developing and implementing strategies to position SOS USA as a desirable charitable partner.
* Develop annual revenue goals from all institutional funders; develops annual expense budget for the Corporate and Foundations Team.
* Lead and develop winning proposals in coordinate with SOS Offices in Europe and SOS country offices.
* Communicate and coordinate with the Marketing Team and Content Team to assess messaging and align content creation with all external campaigns and market partnerships and recognize donors in a timely, appropriate, and creative manner.
* Have a comprehensive understanding of how to maintain and enhance a corporate/institutional membership program for companies to provide unrestricted support and for SOS USA to provide publicity for such companies who invest in SOS USA’s mission through annual membership.
* Demonstrate creativity in “packaging” SOS USA programs for various institutional investors.
* Develop a data driven approach for the identification of potential institutional partners whose given priorities align with our current programs.
* Create, along with the team, a strong pipeline of over 200 institutional funders over the next year.
* Evaluate all activities against mutually agreed upon KPIs to ensure that resources spent on content creation yielded intended impacts. Seek out feedback and share results of regular evaluations and metrics with staff for continual learning and improvement.
* Ensure a fair and equitable portfolio for each team member to manage including yourself.
* Identify opportunities to pursue strategic grants of $500K+ from institutional donors (corporations or foundations), conceptualizing, developing, and submitting winning concept notes and proposals. Drive the collection and refinement of proposal components including technical, financial, management, timeline, and measurement and evaluation inputs.
* Position, as needed, the CEO and/or VP of Development and Communications to solicit and steward top-tier partners and prospects. This includes collaborating with content team to develop relevant content, proposals and sales materials, establishing meeting goals and talking points, conducting executive briefings, and designing/executing the follow up plan for priority donor engagements.
* Position SOS USA as a leading and desirable charitable partner for institutional funders, in part, through conceptualizing and/or developing concise, well developed content that presents our unique value and relevance through qualitative and quantitative content.
* Manage a portfolio of grant-funded programs. Lead design, delivery and reporting against established work plans, targets and outcomes with insight from, and in partnership with, field staff, consultants/contractors and SOS CVI teams.
* Develop internal timelines and tracking systems to ensure relevant materials are reviewed and submitted by the appropriate deadlines. This includes managing the sequencing of reviews (in line with the operational structures/processes of both SOS USA and SOS CVI), and the overall coordination and version control of all documents/deliverables.
* Together with the VP of Finance and Administration of SOS USA, act as an internal liaison to the Institutional Partnership Development Department at SOS CVI.
* Ensure confidentiality of departmental information.

**Minimum Desired Knowledge and Experience**

* Bachelor’s Degree in a related field (Master’s degree preferred).
* At least 10 years of directly related, progressively responsible work experience in program management and stewardship of grant funds, ideally at a nonprofit organization.
* Minimum 7 years of directly related experience delivering winning, high quality proposals to secure funding from corporations and private, philanthropic foundations, negotiating and managing successful partnerships with institutional donors.
* Proven track record writing clear, compelling and evidence-based proposals, assessments and impact reports with demonstrable planning, analysis and budget management skills.
* Programmatic understanding of empowering at-risk populations combined with a solution-orientated approach to working in under-resourced communities where unanticipated challenges may arise.
* Proficiency in converting program results to visualizations or otherwise compelling, comprehensible donor-facing deliverables.
* Substantial end-to-end experience in the complex proposal development and program management processes of a federated (or similar) organization.
* Ability and willingness to travel internationally approximately 15% of the time (typically 1-2 weeks at a time).
* Superior planning and prioritization skills with the ability to organize a substantial workload comprised of complex, diverse tasks and responsibilities.
* Impeccable attention to detail while driving simultaneous projects and deliverables from start to finish.
* Ability to successfully advance deadline-driven projects in partnership with large, cross-cultural and geographically diverse teams.
* Equitable and strong supervisory skills providing staff with clear direction and mentorship to succeed in their roles.
* Superior interpersonal, cross-cultural and comprehensive communication skills.
* Agility to pivot and swiftly reprioritize in accommodating urgent management requests.
* Ability to thrive in semi-virtual management structure with regular travel once COVID19 subsides.
* Advanced knowledge of Microsoft Office suite with expert proficiency in Excel and PowerPoint.
* Fluency in a second language a plus.
* High level of integrity and commitment to the highest quality of work and customer service (internal and external).
* Politically and culturally sensitive with a diplomatic and solution-oriented approach to managing unforeseen circumstances, including while traveling in insecure work environments where SOS USA oversees donor-funded programs.
* A collaborative and professional team spirit with demonstrated commitment to contributing toward a collegial, outcome-oriented working environment.
* Passionate for the work of SOS Children's Villages and the vital role we play in empowering children, youth, families and entire communities.