



Northeastern University

Officer, Corporate & Foundation Relations | Boston, MA

POSITION OVERVIEW

Northeastern University seeks a self-motivated and strategic Officer of Corporate & Foundation Relations to pursue multidisciplinary, top-level relationships with corporations and foundations in support of the university's ambitious goals. A critical member of the Advancement division, the Officer will attract funding for the university by managing a portfolio of some of Northeastern's leading partners.

Led by **President Joseph Aoun**, Northeastern University is a global, experiential, research university built on a tradition of engagement with the world, creating a distinctive approach to education and research. The university's global network of campuses includes the Boston flagship campus, which offers a comprehensive range of undergraduate and graduate programs leading to degrees through the doctorate in nine colleges and schools, as well as graduate campuses in Charlotte, San Francisco, Silicon Valley, Seattle, Toronto, Vancouver, London, and Portland, ME.

Classified as a top-tier research institution and listed at #40 according to the U.S. News & World Report 2020 Best National Universities Rankings, Northeastern University has elevated itself to a powerhouse on par with the nation's elite research colleges and universities. These achievements build upon Northeastern's unprecedented momentum, which includes continued investments in research and faculty recruitment, record-high student applications, and momentous fundraising success.

The university is bringing to life its game-changing vision of transforming itself into a diverse network of learners and innovators and setting the necessary infrastructure so that members of its global community are empowered to succeed in an era of unprecedented technological and cultural change. Northeastern University's more than 3,500 corporate partners around the world represent unlimited possibilities for employer engagement, career design, cooperative education (the university's cornerstone experiential learning program), and research enterprise services.

In support of this vision, the Officer will carry and further develop a portfolio of targeted corporate and foundation prospects, acting as a connector between the university and the corporate and foundation community. Reporting to the Senior Associate Vice President of Development, Rob Silk, the Officer will establish, cultivate, and steward relationships at multiple levels by developing, implementing, and coordinating outreach, communications, and solicitation strategies.

The Officer will work closely with colleges and programs on corporate and foundation outreach, with primary attention being paid to the College of Social Sciences and Humanities (CSSH) and the Northeastern University School of Law (NUSL). As a single point-of-contact for strategic relationship planning and coordination, the Officer will closely partner with faculty and research administration to develop and submit proposals for funding; create strategies to advance the University's mission by leveraging funding opportunities; and steward existing grants while also providing faculty with funder-related guidance.

RESPONSIBILITIES

- Manage a pool of 100 local and national foundations and targeted corporate prospects.
- Identify, cultivate, solicit, and steward gifts in support of University initiatives, either through philanthropic dollars, gifts-in-kind, or other agreements.
- Develop strategies to engage key foundation and corporate partners and encourage greater involvement with the University; build trusted relationships with program officers and corporate researchers and executives.
- Partner with and keep informed the leadership giving teams at CSSH and NUSL.
- Seek opportunities to form partnerships with colleges and programs across the Northeastern landscape to maximize solicitations.
- Identify opportunities to increase corporate and individual support from Northeastern alumni in senior positions within corporations.
- Schedule and participate in cultivation/solicitation visits with the Senior Associate Vice President of Development, Deans and Directors, faculty, and key volunteers.
- Meet with faculty and other stakeholders to gather information and create detailed and strategic proposals.
- Draft letters of inquiry, compile stewardship reports, and other documents as needed.
- Design and implement tailored funder site and campus visits (in-person and virtual).
- Work to achieve both an annual personal dollar goal and an overall team fundraising goal.
- Contribute to the development of communication and marketing strategies in the University's work with corporations and foundations.
- Leverage prospect identification and moves management tracking systems; meetings; monthly status reports.
- Ensure that all activities are tracked appropriately in Salesforce.

QUALIFICATIONS

- At least five years' experience in foundation relations, corporate relations, or individual giving.
- Demonstrated ability to solicit major gifts.
- Highly collaborative; strategic thinking paired with a high-energy approach.
- A polished writer.
- An articulate verbal communicator able to interface effectively with corporate and foundation representatives, as well as with University stakeholders.
- Customer-orientation with exceptional follow-up skills and responsiveness.
- Interested in being part of a highly interactive and mutually supportive team.
- Personal maturity that commands the respect of a diverse group including faculty, deans, volunteers, business executives, and other professionals.
- Willingness to travel as university policy allows.

ABOUT NORTHEASTERN UNIVERSITY

Strategic Plan: See the future in [Northeastern2025](#) and learn more about the institution's vision for lifelong learning and discovery as it embarks on a strategic plan to guide the university's course for the next ten years.

Learn for Life Network: Northeastern connects students to career acceleration through a revolutionary new approach to delivering quality, top-tier professional programs—bachelor's, master's, doctoral, certificates, bootcamps—across multiple learning channels, including online, on-ground, and hybrid. The Network has been created to help a learner achieve more—by keeping pace with the hyper-accelerated world of technology, business, and industry in which we all work and live.

The Northeastern community continues to thrive during unprecedented and challenging market conditions and has shown tremendous dexterity and resilience during the current pandemic. Quickly transitioning to remote learning, the institution continues to educate its students and advance the frontiers of knowledge through its research.

APPLICATIONS

Pearl Street Collective, an executive search firm committed to advancing the common good, is leading this search. Please submit your resume and letter of interest to nu-ocf@pearlstreetcollective.com.

Northeastern University is an equal opportunity employer seeking to recruit and support a broadly diverse community of faculty and staff. Northeastern values and celebrates diversity in all its forms and strives to foster an inclusive culture built on respect that affirms inter-group relations and builds cohesion.

All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, religion, color, national origin, age, sex, sexual orientation, disability status, or any other characteristic protected by applicable law.

To learn more about Northeastern University's commitment to and support of diversity and inclusion, please see www.northeastern.edu/diversity.