



POSITION DESCRIPTION

Director of Corporate and Foundation Relations

BACKGROUND

Since 1991, NBCC has been at the vanguard of the breast cancer movement – elevating breast cancer to an issue of national significance, leveraging billions of federal dollars for research and care, and empowering tens of thousands of breast cancer survivors to become effective advocates for themselves, and for all those at risk of breast cancer. NBCC is grassroots driven and is the organization that will end breast cancer; we are activists who set research, public policy and legislative agendas to ensure that outcome, who tell the truth about breast cancer, upend the status quo, and empower survivors to be leaders for this cause. NBCC is a national organization with over \$5 million in annual philanthropic revenue supported by individuals, corporations, foundations, events, and strategic partnerships. We don't exist to make breast cancer better. We exist to end it. Every partnership we build, and every dollar we raise, helps drive the research, advocacy, education, and systems change needed to achieve that goal.

POSITION SUMMARY

The Director of Corporate and Foundation Relations is responsible for growing philanthropic revenue by developing and managing relationships with corporations, private foundations, family foundations, and strategic partners. This position manages a portfolio of institutional funders and family foundations while identifying, cultivating, and securing new opportunities that advance NBCC's mission. This is a relationship driven fundraising position focused on expanding philanthropic support through strategic portfolio management, meaningful donor engagement, and long-term partnerships. Success in this role is measured by the relationships built, the partnerships strengthened, and the philanthropic revenue generated.

ESSENTIAL DUTIES & RESPONSIBILITIES

The Director of Corporate and Foundation Relations will be responsible for, but not limited to, the following tasks:

Portfolio Management

- Grow philanthropic revenue by developing and managing a portfolio of corporations, foundations, family foundations, and strategic philanthropic partners.
- Develop annual cultivation, solicitation, stewardship, and revenue strategies for each assigned relationship.
- Conduct regular one-on-one outreach through meetings, calls, virtual meetings, and stewardship.
- Identify opportunities to deepen engagement and increase philanthropic investment over time.
- Maintain clear moves management, strategy notes, and next steps within Bloomerang database.

Partnership Development

- Build trusted relationships that inspire long-term philanthropic investment and expand NBCC's network of partners and supporters.
- Identify, qualify, cultivate, solicit, and steward corporate, foundation, and family foundation donors.
- Develop new corporate partnerships, sponsorships, and strategic collaborations that advance both mission and revenue.
- Partner with the Development Manager to secure and steward corporate sponsors for NBCC's signature fundraising events.
- Continually identify new funding opportunities that align with NBCC's strategic priorities.

Family Foundation Portfolio

- Manage a portfolio of family foundations and philanthropic families, primarily in the annual and mid-level giving range, with opportunities to grow relationships over time.
- Cultivate, solicit, and steward family foundation donors through personalized engagement.
- Identify donors with increased giving capacity and collaborate with the Chief Development Officer on strategies for those with significant major gift potential.

Proposal Development

- Lead the development of letters of inquiry, grant proposals, sponsorship proposals, budgets, reports, and supporting materials.
- Partner with program and finance staff to ensure proposals accurately reflect organizational priorities, budgets, outcomes, and impact.
- Ensure timely grant reporting and compliance with all funding requirements.

Relationship Management and Donor Experience

- Help foster a donor-centered culture across the organization.
- Ensure every interaction reflects professionalism, responsiveness, gratitude, and exceptional stewardship.
- Work collaboratively across departments to demonstrate donor impact and strengthen long-term engagement.
- Encourage an organizational culture where everyone understands their role in building and sustaining donor relationships.

Strategy and Collaboration

- Work with the Chief Development Officer to establish annual fundraising goals, revenue projections, and growth strategies.
- Collaborate with the Development team to ensure accurate portfolio management, forecasting, reporting, and donor records.
- Maintain proposal, reporting, and stewardship calendars.
- Participate as an active member of the Development team and contribute to department wide fundraising initiatives.

QUALIFICATIONS & REQUIREMENTS

- Bachelor's degree or equivalent professional experience.
- Five or more years of progressively responsible fundraising experience at a national nonprofit with demonstrated success securing corporate, foundation, and family foundation gifts.
- Proven success building donor relationships that lead to increased philanthropic support.
- Experience managing and growing a fundraising portfolio.
- Outstanding written, verbal, and interpersonal communication skills.
- Experience preparing successful grant and sponsorship proposals.
- Ability to translate complex scientific and policy concepts into compelling donor communications.
- Experience using donor databases, prospect research tools, and fundraising technology.
- Strong organizational and project management skills.
- Ability to manage multiple priorities while meeting deadlines.
- Commitment to collaboration, innovation, accountability, and a donor-centered approach.

SUCCESS MEASURES

- Grow corporate and foundation revenue.
- Expand the portfolio of active corporate, foundation, and family foundation partners.
- Increase corporate sponsorship support for NBCC's signature fundraising events.
- Build and maintain a strong pipeline of qualified prospects.
- Increase philanthropic investment through thoughtful relationship management and stewardship.
- Strengthen collaboration across the organization to create an exceptional donor experience.
- Contribute to a donor-centered culture that values every supporter and every interaction.

SALARY RANGE: \$110,000-\$125,000, commensurate with experience.

HOW TO APPLY: Email letter of interest with resume to jobs@stopbreastcancer.org with "Director of Corporate and Foundation Relations" in the subject line. No calls please. NBCC is an equal opportunity employer that welcomes applications from all.

NOTE: This is a full-time hybrid position located in Washington, DC. At present, NBCC staff work remotely Monday and Friday, and are present in the DC office on Tuesday through Thursday.