POSITION TITLE: Senior Director, Foundation Relations

DEPARTMENT: ULI Foundation

LOCATION: Washington, D.C.

REPORTS TO: President, ULI Foundation

FLSA CLASSIFICATION: Exempt

POSITION STATUS: Full-time

DATE OF REVISION: February 2021

POSITION SUMMARY:

The Urban Land Institute (ULI) is the preeminent global, multidisciplinary real estate organization, facilitating the open exchange of ideas, knowledge, and experience among local, national, and international industry leaders and policymakers dedicated to shaping the future of the built environment for transformative impact in communities worldwide. Structured as a 501(c)(3), nonprofit, member-driven research and education organization, the Institute has more than 45,000 global members representing the entire spectrum of land use and real estate development disciplines, both in private enterprise and public service.

ULI uniquely benefits its members and their communities by leveraging members’ collective intellectual capital and diverse on-the-ground experience. Members include real estate developers, builders and owners, finance and investment professionals, auditors and accountants, brokers and consultants, attorneys, architects, engineers, urban planners, public officials, quasi-public economic development agency executives, and academics. For, and through, these diverse member constituents, ULI provides various educational programs, publications, forums and meetings, applied research, instructional modules, and advisory services.

The Urban Land Institute Foundation (ULIF) was established as a separate 501(c)(3) nonprofit in 1970 to support the research and programs of the Urban Land Institute. The Foundation encourages philanthropic giving among ULI’s members and partners with the principal purpose to establish and build an endowment, to provide ongoing financial support for ULI programs and initiatives, and is committed to the stewardship of all philanthropic donations it receives.

The Foundation only raises funds for purposes that are in alignment with and support the Institute’s mission, business plan, priorities, and program of work worldwide. To this end, ULI has developed a governance structure and set of policies and procedures that uphold transparency
and accountability as core values. The business of the Foundation is managed by its board of directors. The future of ULI will focus on endowment building and concentrate on raising a permanent endowment fund to be used for ULI’s impact-generating, mission-focused programs.

The Senior Director, Foundation Relations, working with the ULIF President and ULI senior staff, is responsible for identifying, cultivating, soliciting, and stewarding prospective and active foundations whose philanthropic priorities align with ULI’s mission and programs. Management of marketing the program, establishing and maintaining relationships, and preparation of written proposals will be essential.

SPECIFIC RESPONSIBILITIES:

- Define and lead organizational strategy for sustainable, long-term institutional support from national, regional, and family foundations.
- Work with ULI program staff (CSEP, UrbanPlan, University Connections, Awards, Advisory Services, and DEI) to understand the program of work from which written proposals will be generated.
- Identify new prospective foundations whose funding histories and philanthropic priorities align with ULI’s program of work.
- Develop and prioritize a portfolio of foundation prospects (100–150) to achieve or exceed a defined annual revenue.
- Develop a marketing plan to attract new funding for ULI programs.
- Contact all qualified foundations to determine levels of interest in supporting ULI programs; identify key personnel for contact, relationship building and follow-up.
- Work with ULI program staff and the finance group to establish financial parameters/budgets for funding requests.
- Manage production of all forms and documents for submitting grant requests.
- Manage tracking, preparation, and submission of all required written reports as required by foundations.
- Leverage member relationships to create opportunities for new funding.

QUALIFICATIONS:

- Minimum of 7-10 years of experience in foundation fundraising required, ideally for a geographically distributed or other large-scale, matrixed nonprofit organization.
- Knowledge of land use issues (i.e., education, transportation, resilience, adaptation, housing, etc.) and programs is recommended.
- Demonstrated track record of closing six- to seven-figure gifts from institutional funders, and growing existing and new relationships.
- Detail oriented; excellent oral and written skills.
- Understands best practices on fundraising principles, practices, and techniques.
- Ability to initiate tasks and to work with minimal supervision in a high-production environment.
- Ability to prioritize tasks, handle multiple tasks concurrently, and meet deadlines.
- Team player.
- Ability to travel as needed for donor or partner development meetings, ULI meetings, and events.
EDUCATION:
- Bachelor’s degree required.
- Additional grant writing and fundraising seminars/courses desired.

APPLICATION INSTRUCTIONS:
To apply, please follow the link below. Please submit a résumé and letter of interest.

ULI is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=76dd43d
d5757-401e-9ef5-65813f73b552&ccId=19000101_000001&jobId=402215&source=CC2&lang=en_US

EOE/m/f/d/v. No relocation reimbursement is offered at this time.