



POSITION ANNOUNCEMENT, JANUARY 2019

Tenacity Director of Foundation Relations

Tenacity has a national reputation and is recognized by business and scholastic leaders as one of the most effective and largest youth development programs in greater Boston. Boston's Office of the Mayor and Boston Public School System leaders have embraced Tenacity as an essential partner to resolving the achievement gap for at-risk youth in the Boston Public Schools. What began as a principally after-school and summer fitness/tennis program in 1999 has evolved into a leading education program that now serves over 1,000 students in its school-based Pathway to Post-Secondary Success programs and over 5,000 in the Summer Tennis & Reading Program each year.

Foundations are important partners to Tenacity, enabling the youth it serves to achieve post-secondary success. This Director position is a special opportunity to manage a very strong and impressive portfolio of foundation grants and partners, and to grow the portfolio.

Position Summary: The Director of Foundation Relations will be responsible for all grant-related activities that create and nourish support for Tenacity and its programs. The Director will manage current relationships with approximately forty core funders and grant renewals (approx. 60% of duties,) explore opportunities with lapsed grant partners and prospect for new foundation support opportunities within Boston and beyond (40% of duties.) The director will be provided freedom to nurture a foundation program strategy that leverages personal strengths while meeting the needs of the organization and partners. The successful candidate will be dynamic, work with a premier list of foundation partners and enjoy the creative opportunity helping shape the Tenacity case to the funding community. The Director will report to the Chief Philanthropy Officer, and work closely with the Development Operations Manager, the Founder & CEO and members of the Board of Directors. This position is appreciated for its impact on the organization's annual revenue results and reputation in the community.

Responsibilities: Specific responsibilities for the Director of Foundation, Corporate and Government Relations will include but are not limited to:

- Proactively manage Tenacity's grant development strategy from inception to completion.
- Build close professional relationships with foundation program officers and staff to understand their organizational objectives and to keep them well informed of Tenacity's achievements and goals.

- Produce sufficient new and renewal proposal submissions, and achieve a successful, above-average success rate, to achieve annual revenue goals (approximately \$1M/year and 15%-20% annual growth rate.)
- Conceptualize, plan, write, edit, all grant proposals and reports applying best grant writing and reporting practices, collaborating with Tenacity Program and Executive staff as necessary.
- Research, identify and cultivate new foundation funding that's compatible with Tenacity's programs, both within Boston and beyond.
- Manage grants and reporting calendar
 - Electronically track all grant-related activity, including but not limited to application deadlines, report deadlines, grant agreements, cultivation activities, and outreach
 - Track and manage foundation revenue streams
- Stay closely attuned to the Boston philanthropic community in order to identify and capitalize on all funding opportunities that might support new and existing programs.
- Maintain on-going awareness and understanding of local and federal government grant opportunities around education reform and stimulus funding.
- Track and communicate funding trends to internal partners.
- Identify and analyze linkages between foundation leadership and Tenacity leadership.
- Lead meetings with foundation prospects/partners, such as school site visits, reporting meetings, etc.
- Coordinate above work with all aspects of Tenacity Development activities
 - Work closely with service program teams to obtain accurate and updated information on program activities, including qualitative and quantitative data
 - Participate in larger organizational projects when expertise and knowledge is applicable
 - Contribute to development of Tenacity's case for support and overall, periodic progress reports

Qualifications: Strong candidates for this position will have:

- At least 5 years of varied fundraising experience, with at least 3 years of demonstrated success in grant writing, securing five and six figure grants, and relations with foundation program leaders.
- Commitment to the Tenacity mission and programs and for strengthening urban education.
- A successful track record in identifying and securing new funders while maintaining and stewarding existing funders.
- Experience building relationships with foundation and/or corporate donors.
- Superior written and oral communication skills; attention to detail, with a commitment to improving the quality, content and format of Tenacity grants and reports.
- An ability to constructively and patiently solve problems, operate professionally and as value-add to situations that are new, vague or ambiguous.

- Connections to or familiarity with Boston foundations, national foundations and government agencies and the drive to explore and identify new opportunities.
 - Excellent interpersonal skills with the ability to interact effectively with a diverse group of foundation contacts, Board members, and stakeholders.
 - Results-orientation and drive with an entrepreneurial approach to fundraising and problem-solving.
 - Respect for staff roles in all departments and school partners and their importance to the mission.
 - Ability to meet deadlines and manage multiple projects simultaneously.
 - A professional and resourceful style with the ability to work independently and as a team player, to take initiative and manage multiple tasks and projects at a time.
 - A high level of computer skills. Proficient knowledge of Microsoft Word, Excel, and PowerPoint expected. Experience with Raiser's Edge and/or Grant Hub is a plus.
 - Bachelor's degree required.
- Competitive salary commensurate with experience.

Location: Tenacity office, Allston, MA.

Women and minorities strongly encouraged to apply! We are an equal opportunity employer and do not discriminate based on race, religion, gender, age, sexuality, gender identification, or physical ability.

Application Instructions: Please submit a cover letter communicating strengths and fit to the description and a current resume. Review of applicants will be immediate and ongoing. Please send materials to Gary Phillips, garyphillips@tenacity.org. Please no calls.