

Los Angeles City College Foundation

Position Title: Associate Director of Corporate and Foundation Relations

About the Los Angeles City College Foundation

The Los Angeles City College Foundation (LACCF) is a nonprofit, tax-exempt 501(c)(3) organization established in 1968 to increase educational opportunities for students at Los Angeles City College. The Foundation manages existing funds and raises new resources to support scholarships, academic programs, and student success initiatives.

Position Summary

Under the direction of the Executive Director, the Associate Director of Corporate and Foundation Relations is responsible for the development, management, and growth of the Foundation's corporate and private foundation partnerships to advance the mission and strategic priorities of the Los Angeles City College Foundation. This position focuses on institutional philanthropic funding from corporations, corporate foundations, and private foundations.

The Associate Director of Corporate and Foundation Relations develops and implements a comprehensive corporate and foundation engagement strategy to identify, cultivate, solicit, and steward institutional partners, securing philanthropic investments, grants, sponsorships, and programmatic support aligned with Foundation initiatives. Working in coordination with the Director of Development and the Director of Strategic Initiatives, the Associate Director of Corporate and Foundation Relations ensures alignment across individual, institutional, and public funding strategies.

In collaboration with Foundation leadership, faculty, administrators, and program leads, the Associate Director of Corporate and Foundation Relations identifies institutional funding opportunities; develops and manages corporate and foundation partnerships; leads proposal development for private philanthropic sources; and oversees stewardship and reporting to sustain long-term institutional investment. This is a hands-on role that combines strategic partnership development with direct grant writing and proposal preparation for corporate and foundation funders.

Through these efforts, the Associate Director of Corporate and Foundation Relations strengthens the Foundation's philanthropic portfolio, supporting student success initiatives and advancing the Foundation's mission.

Qualifications

Education

- Required: Bachelor's degree
- Preferred: Master's degree

Experience

- Minimum of four (4) years of progressively responsible experience cultivating, soliciting, and stewarding corporate and foundation partnerships
 - Demonstrated success building relationships that result in securing grants, sponsorships, or other philanthropic and programmatic resources
 - Preferred: Experience in higher education, community college systems, or nonprofit development
 - Preferred: Experience in grant writing and proposal development
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Knowledge of

- Grant monitoring and compliance procedures
 - Supervisory and administrative principles and practices
 - Current technologies and software including word processing, spreadsheets, presentation tools, and donor databases such as Raiser's Edge
 - Fundraising and partnership development best practices, including donor stewardship and moves management
 - Corporate social responsibility (CSR) trends and foundation funding priorities
 - Strategies for aligning institutional priorities with funder interests to generate funding opportunities
 - Excellent usage of English grammar, spelling, punctuation, and professional writing
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Ability to

- Build, cultivate, and sustain strategic partnerships with corporate, foundation, and community stakeholders
 - Translate relationships into funding opportunities, grants, and resource investments that support programs and students
 - Develop and execute strategies to engage, solicit, and steward donors and partners
 - Establish and maintain cooperative working relationships across diverse internal and external stakeholders
 - Communicate effectively with executives, program officers, faculty, and community leaders
 - Manage multiple priorities, timelines, and complex projects independently
 - Demonstrate cultural competency and sensitivity to diverse student populations
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Essential Functions

- Develop and manage a portfolio of corporate and foundation partners with the primary goal of securing grants, sponsorships, and philanthropic resources
- Identify, qualify, and pursue funding opportunities through strategic relationship development and prospect research
- Establish and maintain strong relationships with funders to increase long-term investment and repeat funding
- Collaborate with faculty, administrators, and Institutional Research to align funding opportunities with institutional priorities and program needs
- Lead and participate in the writing, development, and submission of grant proposals, letters of inquiry, concept papers, and funding requests
- Work collaboratively with the Foundation's grant writer to develop competitive, compelling proposals and supporting materials
- Translate program concepts and partnership opportunities into well-structured, fundable grant proposals and cases for support
- Proactively match institutional priorities with corporate and foundation interests to generate new revenue streams
- Plan, develop, and monitor implementation of grant-funded and partnership programs
- Develop and execute stewardship plans including reporting, recognition, and ongoing engagement of funders
- Maintain records, data systems, and reporting for all grants and partnerships
- Track outcomes, deliverables, and measurable impact for funders and institutional stakeholders
- Oversee compliance reports, final claims, and required reporting to funding agencies
- Monitor grant timelines and ensure timely submission of all reports and documentation
- Develop contracts, memoranda of understanding, and partnership agreements as needed
- Represent the LACC Foundation in external partnerships, community collaboratives, and professional networks

- Promote the Foundation by identifying partnership, recognition, and funding opportunities
 - Monitor legislation, trends, and funding opportunities relevant to higher education and philanthropy
 - Perform other related duties as assigned
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Salary and Benefits

Salary Range: \$95,000 – \$105,000 annually, commensurate with experience

Benefits: Full medical benefits package; 16 paid holidays; Competitive PTO package with 10 days of paid vacation, accrued throughout the year; retirement matching program; professional development opportunities; and performance bonuses

To Apply

Please submit the following materials in PDF:

- Cover letter
- Resume
- One writing sample
- Salary history

Send application materials to: martins@lacitycollege.edu

Only applicants selected for further consideration will be contacted. No phone calls please.

Application Deadline: Position will remain open until filled

Equal Opportunity Statement

The Los Angeles City College Foundation is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected class.