

MATRICULATE

Manager, Foundation and Corporate Relations
New York, NY

Position:	Manager, Foundation and Corporate Relations
About Matriculate:	<p>Matriculate’s mission is to empower high-achieving high school students from low-income backgrounds to make the leap to our nation’s top colleges. Our vision is that one day all the best students in America will have access to and be supported at top colleges—regardless of their income or background—which will give them a unique opportunity to change the trajectory of their lives and the lives of their families.</p> <p>Matriculate empowers teams of undergraduates to provide free virtual college advising to high-achieving high school juniors and seniors from low-income backgrounds. Equipped with more than 50 hours of training, undergraduate Advising Fellows provide the information, guidance, and support that these high school students need to apply to, gain admission at, and excel in the best institutions. Matriculate is working to build an America in which all talented students have a fair shot at top colleges and universities long reserved primarily for the elite.</p> <p>Matriculate is a founding partner of Bloomberg Philanthropies' college access and success initiative called CollegePoint, which aims to help as many as 65,000 students to apply to, enroll in, and graduate from the best colleges and universities.</p>

Position Overview:

Matriculate seeks a strong candidate to serve as a Manager of Foundation and Corporate Relations. The Manager of Foundation and Corporate Relations will oversee Matriculate's current institutional donors and develop a strategy to grow this portfolio to diversify Matriculate's revenue and support Matriculate's ambitious growth goals in service of its mission. The Manager of Foundation and Corporate Relations will be responsible for managing and growing Matriculate's current foundation and corporate relationships, raising support from new foundations, grants, and corporations, refine and grow Matriculate's corporate giving portfolio through philanthropy and earned revenue opportunities, and oversee proposals and reporting guidelines and procedures ensuring Matriculate's compliance. In addition, this role will support the general operations and goals of Matriculate's Revenue team through research and collaboration, events, and more.

This position requires drive and passion for our mission, paired with an ability to build and expand relationships with foundations and corporations. This role will work closely with the Revenue and Program team to develop compelling proposals that align with institutions' values and funding priorities.

The Manager of Revenue will report to the Director of Revenue; potential opportunity to recruit, hire, and manage an intern.

This is a full-time position with a competitive salary and benefits package.

**Position
Responsibilities:**

The Manager of Institutional Giving responsibilities include:

Institutional Donors

- Support the team to manage current institutional donors and raise support to help close \$11M+ 3-year funding gap
- Identify, cultivate, and solicit foundation and corporate philanthropic donors
- Track portfolio engagement via Salesforce
- Craft tailored proposals aligned with the institution's funding priorities and aligned with Matriculate's plan
- Project manage grants by developing budgets, overseeing budget to actuals for grant projects, tracking expenses in coordination with external finance team, and managing reporting procedures to ensure compliance
- Refine and implement Matriculate's Earned Revenue strategy by identifying and cultivating current and new partners
- Generate and execute engagement opportunities for institutional donors, such as inviting stakeholders to events and facilitating 1-1 touchpoints
- Refine research database to create long term institutional donor pipeline

Communications & Advocacy

- Identify moments of collaboration with funders and field experts for Matriculate to further its mission through conference participation, thought pieces, advocacy work, and more
- Lead joint proposal writing within networks and explore co-funding opportunities
- Collaborate with program team to develop and implement strategy to launch Matriculate in new markets through local philanthropy

Team support and development

- Collaborate with team to holistically accomplish goals
- Create cross collaboration moments
- Foster moments of learning and professional development for other team members and interns

<p>Candidate Qualifications:</p>	<p>The ideal candidate will have:</p> <ul style="list-style-type: none"> ● A deep commitment to Matriculate’s mission and organizational values ● A bachelor’s degree ● Two or more years of professional experience with demonstrated success ideally in grant writing and managing, fundraising, development, external communications, or partnership building ● Experience with Salesforce or another CRM is preferred ● Ability to present data and outcomes in external materials clearly ● Comfort interacting with senior level external stakeholders ● Demonstrative initiative and flexibility ● Strong leadership, interpersonal, and communications skills
<p>Location and travel:</p>	<p>We have a flexible, hybrid model for NYC-based staff. Employees in other areas are fully remote.</p> <p>Willingness to travel domestically, potentially up to 15% for meetings with institutions</p>
<p>Compensation:</p>	<p>Salary range of \$65,000 - \$74,750, commensurate with experience. In addition, Matriculate offers a comprehensive benefits package.</p>

To Apply:

Submit an email with the following details and attachments to careers@matriculate.org.

- Update the subject line to: “Manager, Foundation and Corporate Relations – [your name]”
- Attach PDF versions of your cover letter, resume, and a nonfiction writing sample

Applications that are not submitted in accordance with these instructions or are missing documents will be deemed incomplete and will not be considered.

All applications will be reviewed on a rolling basis until the role is filled.

Matriculate is committed to partnering with communities of staff, high school students, and undergraduate Advising Fellows to foster a diverse, equitable, and inclusive organization. We seek team members who will be active contributors to advancing and sustaining a culture in which all lived experiences are welcome.

We are committed to creating a diverse environment and are proud to be an equal opportunity employer. We are committed to maximizing the diversity of our organization.

All qualified applicants are encouraged to apply.