

Position Title: Director of Foundations/Corporate Sponsorships (FCR)

Job Type: Full-Time, Benefit Eligible

Department: Advancement

Reports To: Chief Advancement Officer (CAO)

Location: Lubbock, Texas

Buddy Holly Hall Center for the Performing Arts

Position Overview:

The Director of Foundation Relations & Corporate Sponsorships leads the organization's strategy to secure, steward, and grow institutional funding from foundations and corporate partners. This role manages all aspects of foundation and corporate relations fundraising, including prospecting, cultivation, proposal development, grant management, and reporting, while building a strong pipeline of funders aligned with organizational priorities. These functions will be executed in collaboration with the Advancement Teams support, under the direction of the C.A.O. The Director collaborates closely with programming, finance, and communications teams to research and craft compelling cases for support, ensure compliance, and deliver on funder expectations. As a key member of the Advancement Office, the Director contributes to revenue planning, organizational strategy, and helping develop a culture of philanthropy.

Essential Duties & Responsibilities:

Foundation Relations

- Develop and implement strategies to grow foundation and corporate sponsorship revenue.
- Lead creation of letters of inquiry, proposals, budgets, and reports.
- Manage a pipeline of prospects and ensure timely submissions.
- Build relationships with program officers and philanthropic networks.
- Track trends and identify new funding opportunities.

Corporate Sponsorships

- Design and execute a corporate sponsorship strategy.
- Create sponsorship packages and partnership proposals.
- Cultivate relationships with corporate leaders and Foundation and Corporate Relations teams (FCR).
- Ensure fulfillment of sponsorship benefits and visibility commitments

Data, Reporting & Compliance:

- Set annual revenue goals and track performance metrics.

- Develop grant management systems and processes.
- Maintain accurate CRM records of funder interactions and deadlines.
- Ensure compliance with grant agreements and sponsorship contracts.
- Prepare reports for leadership and the board on institutional fundraising progress.

Education & Experience:

- Bachelor's degree required; advanced degree preferred.
- 5 years of experience in foundation and corporate relations.
- Experience managing a portfolio of funders and cultivating long-term relationships.
- Strong proposal writing, budgeting, and reporting skills.
- Knowledge of (FCR) trends and institutional philanthropy.

Apply to:

Mike Hutchison, CAO

mikehutchison@buddyhollyhall.org

Please include:

1. Letter of Interest
2. Resume

ALL INQUIRIES WILL BE HELD IN CONFIDENCE.