External Job Announcement

Job title: Corporation & Foundations Officer **Reports to**: Chief Development Officer
Compensation level: Executive A Full-time Exempt
Salary: $30.90 per hour

Posting date: November 2, 2026
Posting date: November 16, 2026

Position summary

The Corporation & Foundations Officer is a strategic leader in the area of corporate and foundation giving and sponsorships with a goal of $1.2M. This officer is responsible for creating, executing, and managing a well-coordinated, innovative, and strategic development plan to cultivate and solicit funds from foundations and corporations to meet annual fundraising goals. This position works to establish long-term partnerships, strengthen existing relationships, and initiate new contracts within the corporate and foundation sectors. This officer works collaboratively with the Development team to support the overall fundraising goals of MIFA.

Qualifications

- Bachelor's degree in communications, marketing, journalism, or a related field preferred
- Ten years of progressively responsible non-profit experience raising funds from $1.2M
- Technically proficient in operating essential office equipment, including computers. Skilled in performing routine office tasks such as document creation, file management, and email communication using Microsoft Office (Word, Excel, Outlook, etc.). Familiar with cybersecurity best practices (e.g., using strong passwords, recognizing phishing attempts). Able to learn job-specific software as needed.

Major responsibilities and related tasks

Develop and execute a strategic, effective fundraising plan to achieve MIFA's foundation-giving goals.

- Identify foundation prospects and conduct research to determine interest and giving potential.
- Work closely with MIFA advancement and program staff to match grant opportunities to MIFA programs and projects.
- Conduct full range of activities required to write, prepare, submit, and manage grant proposals to foundations.
- Develop and maintain a thorough understanding of grant application technology.
- Develop and manage a sustainable grant application calendar and a timely tracking and reporting process.
- Write and submit interim and final grant reports, including the collection of information from program directors about program performance.

Develop and implement a strategic and effective fundraising plan to achieve MIFA's goals for corporate giving.

- Identify corporate prospects and conduct research to determine interest and giving potential.
- Develop, manage, and implement cultivation and solicitation strategies for corporate gifts.
- Write corporate gifts and sponsorship proposals for special events such as Our City Our Story and Christmas Day Meals.
- Work in a consultative manner with sponsors and partners to deepen MIFA's relationships and create annual revenue and renewal opportunities for MIFA.

- Work with staff and board members to identify volunteer connectors and schedule corporate solicitation calls.
- Manage donor fulfillment as needed such as invoices, receipts and reports on event impact.
- Collaborate on collateral pieces including newsletters, annual reports, brochures and other materials.
- Steward institutional giving relationships to fully engage all existing and potential donors and volunteers. Act as the key liaison to funders
- Establish and maintain a donor cultivation cycle and gift stewardship program to ensure that new institutional giving donors are developed appropriately
- Develop relationships through personal visits, phone calls, written correspondence as appropriate
- Maintain visibility in the community through speaking engagements, participation in events, and face-to-face networking

Other responsibilities

- Remain current on best practices on corporate giving through independent study, participation in seminars, workshops and courses.
- Strong strategic, analytical and project management skills; demonstrated ability to take responsibility for a diverse number of projects and to complete them in a timely manner with limited supervision.
- Ability to work both independently and collaboratively.
- Good communication and writing skills: ability to articulate MIFA's mission, program objectives, exposure opportunities and/or resource needs persuasively to sponsors and corporate partners.
- Superb networking, teamwork, negotiation, and interpersonal/diplomatic skills with ability to work effectively with internal and external stakeholders to achieve a common goal.
- Ability to welcome all people and communicate with highly diverse groups with sensitivity to civic and cultural issues.
- Proven track record of face-to-face solicitations, corporate/foundation presentations, and public speaking.
- Ability to handle client and donor information confidentially and discreetly.
- Collect, process and maintain corporate donor and prospect information as well as all contacts, stewardship activities, proposals and gifts from corporate funders in Raiser's Edge.
- Oversee integrity of donor data relating to corporate/foundation giving.
- Other duties assigned to meet goals of the department.

Supervisory responsibilities

N/A

Physical Demands and Work Environment

The in-office, physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

In-office requirements: All or the majority of this position is required to be conducted in-office at MIFA's physical location or at an assigned MIFA program site for effective performance of essential functions. In-office requirements ensure staff members remain accessible, connected, and prepared to serve and allow for in-person collaboration that drives innovation while preserving the flexibility that keeps MIFA agile. ***Exception***: Hotline Representatives who work on-call seven days a week and after hours.

Physical demands: While performing the duties of this job, the employee is occasionally required to stand, walk (or means to transport oneself); sit; use hand to finger, handle, or feel objects, tools, or controls; reach

with hands and arms; balance; stoop, kneel, crouch; talk or hear. The employee must occasionally lift and/or move 15 to 25 pounds. Specific vision abilities required by the job include close vision and distance vision.

Work environment: The noise level in the work environment is usually moderate to high. Position may also require ongoing or periodic exposure to high-crime environments. While performing the duties of this job, the employee is exposed to moderate to high levels of stress during peak periods, and atypical work hours are periodically required.

MIFA employment guidelines

MIFA is an equal opportunity employer. MIFA is a non-smoking facility.

Employment documents: (1) Application and/or resume; (2) I-9; (3) Form W-4; (4) Official transcripts verifying education if education is a requirement of the job. **Employment authorization and identification:** Current federal law requires that documents be presented which verify both employment authorization and identification. One or more of the following documents must be presented before employment: Social Security card, state driver's license/identification, U.S. birth certificate, U.S. passport, or other U.S. government document.

Please note that it is the practice of MIFA not to allow the employment of relatives or of those living at the same address, other than in the job classifications of special, temporary, or substitute.

To Apply: Job Opportunities (mifa.org)

Human Resources Department
910 Vance Ave
Memphis, TN 38126
Mifa.org

MIFA