
Position Description

U.S. GLOBAL LEADERSHIP COALITION DIRECTOR OF DEVELOPMENT

The U.S. Global Leadership Coalition is seeking an experienced Director of Development to join a dynamic organization as a member of the USGLC's management team. The Director will take the lead on significantly increasing and diversifying the organization's annual fundraising for our advocacy and education arms. This senior-level position will be responsible for managing and overseeing all of the USGLC's development activities, including donor/membership outreach and cultivation, grant writing, grant stewardship and corporate and foundation giving. The Director will have the opportunity to work with an experienced team of professionals and a two Boards of Directors comprised of prominent foreign policy experts and leaders from the business and NGO communities. The position will report to the Executive Director and reside in Washington, D.C.

Responsibilities will include:

- **Set Fundraising Goals** – Work with the Executive Director, Director of Finance and other senior staff to set and execute short and long term fundraising goals.
- **Donor Cultivation** – Work with the Executive Director and Boards of Directors to identify and cultivate donor prospects primarily from the foundation and corporate worlds.
- **Membership Outreach** – Work with other senior staff on membership recruitment and retention.
- **Grant Writing** – Work with the Executive Director and other senior staff to develop new project ideas. Prepare and submit grant proposals and reports.
- **Grant Stewardship** - Build and maintain strong, positive relationships with existing and prospective corporate and foundation funding sources.
- **Supervise Staff** – Supervise Administrative Assistant and other staff, as required.

Position Requirements:

The position requires 8 + years experience in development, fundraising and grant writing; non-profit background preferred. Ideal candidate will be an accomplished fundraiser with knowledge of all aspects of development, including c3 and c4 fundraising, with an emphasis on corporate and foundation relations. Strong written skills are required, as well as excellent communications, organizational and interpersonal skills. Competitive salary offered, commensurate with experience and qualifications.

About the USGLC:

The U.S. Global Leadership Coalition (USGLC) is a broad-based influential network of 400 businesses and NGOs; national security and foreign policy experts; and business, faith-based, academic and community leaders in all 50 states who support the “smart power” approach of elevating diplomacy and development alongside defense in order to build a better, safer world.

Candidates for the position should send their resume to Beth Fellman at jobs@usglc.org and include “Director of Development” in the subject line. Short listed candidates will be contacted. No calls please.