

Posting Date: August 24, 2017

Job description/Position Profile: **Development Director (part- or full-time consultant)**

The Institute of Current World Affairs, one of the world's oldest global fellowship programs, offers a unique employment opportunity with immediate responsibility and the opportunity to have near-term, meaningful impact. We are looking for a dynamic self-starter with development experience to jump-start the fundraising program of this prestigious foundation that charts its origins back to Woodrow Wilson.

The Development Director will be an integral part of a close-knit team, helping ICWA identify and successfully pursue new sources of revenue. This position is flexible for both part- or full-time hours. Working from the office is required, with the possibility of occasional telework. The position also has the potential for growth with the right candidate, both in terms of responsibilities and compensation.

Reporting directly to the Executive Director, the Development Director will perform the following duties:

- Craft a comprehensive development strategy in partnership with the Board of Trustees' Development Committee and ICWA's Executive Director
- Establish a Planned Giving program, reviewing ICWA database of members and past Fellows, and conducting existing prospect research
- Spearhead new prospect research (individual donors, corporate sponsors and grant-making organizations) to identify new relationships and funding sources
- Identify organizations/institutions in the Washington DC area that may serve as potential sources of funding
- Research wider sources of individual, corporate and foundation grant giving
- Identify subject areas likely to garner fellowship support from key donors
- Cultivate Board-giving, including through training of the Board in development-related activities
- Advance ICWA's annual giving program, establishing special giving levels and benefits. Mount special annual fund appeal to past Fellows and build an Annual Fund solicitation committee
- Establish powerful "case statements" outlining ICWA's work and opportunities for donors to support it

- Initiate and execute grant applications, including research, proposal writing and grant calendar management
- Estimate fundraising and development strategy revenue streams and costs as an input to the organization's strategic planning and budgeting process
- Maintain individual, foundation and corporate records in donor management software
- Manage donor appeals by drafting letters and creating mailing lists.
- Manage donor follow-up
- Conceive, organize and participate in fundraising events
- Provide general support to other fundraising activities within ICWA
- Track and report on the success of specific fundraising/development initiatives and programs
- Monitor and evaluate strategy implementation and report to the ED and Board
- May be asked to assist with general ICWA operational support, budget development, events management, committee liaising and/or administrative tasks on an as-needed basis

### **Qualifications**

- Bachelor's degree
- Significant experience in a development office or other non-profit fundraising experience, including experience with duties above
- Highly familiar with the Washington DC fundraising environment preferred. Strong preference for candidates who already work in the Washington DC area
- Ability to travel domestically on an occasional basis
- Proficiency with Microsoft Office suites, Donor Perfect and/or similar fundraising software
- Excellent verbal and written communications skills, including proofreading
- Ability to work independently and proactively
- Excellent interpersonal skills
- Must demonstrate a high level of accuracy, personalization and attention to detail

### **Application Procedure**

To apply, send a cover letter, resume and three references via e-mail only to [apply@icwa.org](mailto:apply@icwa.org). Include in the subject line: "Development Director." Applications will be accepted until the position is filled.

