



Position Specification - July 2011

POSITION	Director of Development
ORGANIZATION	Friends of the Global Fight Against AIDS, Tuberculosis and Malaria www.theglobalfight.org
LOCATION	Washington, D.C.
REPORTING RELATIONSHIP	Reports to President, is a member of the senior management team and serves as senior staff liaison to the Friends' Board of Directors regarding fundraising opportunities

ABOUT THE ORGANIZATION:

Friends of the Global Fight Against AIDS, Tuberculosis and Malaria (*Friends*) works to end the worldwide burden of AIDS, tuberculosis and malaria. We educate, engage and mobilize U.S. decision-makers to support the Global Fund, the world's largest public health financier.

Friends was founded in 2004 as an advocacy organization dedicated to advocating on behalf of the Global Fund in the U.S. which was founded in 2002. Specifically targeting policy leaders and decision makers in Washington, D.C., Friends shares information on the approach the Global Fund takes and the results it achieves. As close partners, the Global Fund and Friends work together to ensure the success of global public health programs. Friends, with an operating budget of \$2 million, is based in Washington, D.C. with 13 full-time staff.

ABOUT THE OPPORTUNITY:

The Director of Development is a new position that will provide leadership, strategic direction and overall management of a start-up fundraising program. This individual will design and implement fundraising strategies to grow the Friends' base of donors and support from individuals, corporations, foundations and other key revenue sources.

This is a unique opportunity to work with the President, Board and staff and serve as an architect and hands-on builder of a high-caliber, comprehensive fundraising program for Friends.

Principal Duties and Responsibilities:

Fundraising

- Serve as the principal development officer and oversee fundraising program;
- Identify, cultivate and solicit gifts from individuals, corporations and foundations;
- Develop and maintain close working relationships with the philanthropic and interested corporate community;
- Create and coordinate donor patron receptions, events and other stewardship activities with the Director of Communications and the Director of Policy;
- Determine grant application strategy and draft proposals, as well as ensure complete grant compliance and reporting.

Strategy and Operations

- Develop and implement a comprehensive fundraising plan with the President, other staff members and Board including: Board giving, a major gift program, a new giving society, and foundation grants and corporate funding opportunities;
- Create and implement appropriate systems and procedures to support fundraising endeavors including an accurate and efficient system for maintaining donor and potential donor data;
- Work with President to strategically grow Development department.

Internal and External Relations

- Inform, engage and motivate the Friends' Board of Directors regarding fundraising opportunities;
- Work with the Director of Communications on efforts to build Friends' brand and convey consistent, key messages to philanthropic contacts;
- Foster project ideas in conjunction with other staff and incorporate funding for these activities into the fundraising plan.

QUALIFICATIONS AND EXPERIENCE:

Friends seeks a sophisticated, strategic and collaborative executive to lead, grow and manage a robust development program. A dedicated leader with executive presence, s/he will be able to translate vision into action by motivating others and moving the agenda forward. A global thinker and team player with a "roll-up-your-sleeves" mentality is key.

Professional Experience includes:

- At least 10 years of fundraising and/or related experience with demonstrated ability to grow a program;

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- Successful track record of raising funds with proven ability to personally identify, cultivate and solicit major individual and institutional donors;
- Exceptional relationship building skills with internal and external stakeholders from various backgrounds and perspectives including a global perspective;
- Experience in liaising with high-profile Boards of Directors;
- Effective communicator; dynamic, articulate and persuasive both verbally and in writing;
- Strong computer and social media skills, including database management;
- Knowledge of the greater philanthropic arena.

Personal Attributes include:

- Proactive, entrepreneurial and energetic with a hands-on style in developing and executing a variety of fundraising activities;
- Strategic and resourceful, able to see the bigger picture, drive the vision and orchestrate short and long-term objectives;
- Effective team builder and player with a strong work ethic and diplomatic skills;
- Tenacious, flexible and motivated by a fast-paced and results-oriented culture;
- Passionate about international issues.

EDUCATION:

Bachelor's degree; advanced degree a plus.

TRAVEL:

Domestic travel expected, approximately 10-15%; International travel as appropriate.

COMPENSATION:

Salary is competitive, commensurate with experience, and includes a competitive benefits package.

Friends of the Global Fight is an Equal Opportunity Employer.

Please email cover letter and resume in confidence to:

Josie Sandler, josie@sandlerassociates.org
Melanie Kidd, melanie@sandlerassociates.org
Sandler Search Associates
880 Third Avenue, 16th Floor
New York, NY 10022
Web site: www.sandlerassociates.org