



## **ISPU seeks Director of Development**

The Institute for Social Policy and Understanding (ISPU) is an independent, nonpartisan think tank and research organization committed to conducting objective, empirical research and offering expert policy analysis on some of the most pressing issues facing the United States. These issues include US foreign policy, national security, the economy, and public health. In addition, ISPU has assembled the leading experts in the field and built a solid reputation as a trusted source for information about Muslims in the United States and abroad.

We host the Center for the Study of American Muslims and the Center for Global Health as well as publish policy briefs, articles and op-eds on emerging issues related to Muslims in the United States and abroad.

The Director of Development will provide leadership and management to advance the fundraising efforts of ISPU. We seek an individual with a strategic mind, a passion for results and the experience to successfully lead the planning and execution of a strong development plan for this exciting organization. This key position will report directly to the Executive Director, oversee the Associate Development Officer, and work closely with support staff and volunteers.

With the commitment of an active board and a dedicated staff, s/he will lead the department, prioritize its development practices, leverage existing partnerships, and cultivate new relationships to achieve fund raising and strategic goals.

This is a full time position and will require up to 40% travel. Preferred location is Washington, DC, New York, Detroit, San Francisco, Chicago, or St. Louis, but flexibility will be shown for the right candidate.

### **PRINCIPAL RESPONSIBILITIES:**

- Lead the advancement of a strong, diversified fundraising program through annual and long-term strategies and implementation, with particular emphasis on major gift cultivation at the \$20K level and above.
- Ensure the successful achievement of aggressive fundraising goals in line with an expanding research agenda.
- Engage board members, current donors, ISPU scholars, corporations, foundations, and influential leaders in development efforts.
- Direct current and develop additional giving tools to achieve revenue goals, including segmented donor outreach.

- Maintain and enhance systems, reporting, accountability, and evaluation of the development department. Ensure continued investment in and implementation of best practices in all of the activities of the development department.
- Hold primary responsibility for interactions with individual donors and support Executive Director and board in all major donor and prospect contacts.
- Manage the transition to new donor management software (Etapstry) and train relevant staff.
- Oversee and lead all aspects of fundraising events in multiple cities, including major special events in Michigan and California.
- Understand and communicate ISPU's research agenda in a compelling way to effectively engage potential donors.
- Work with Communications Manager to develop high quality collateral; and manage individual donor communications tools such as newsletters and letters.
- Manage a staff of fundraising and fundraising support professionals- providing leadership, setting and evaluating individual goals, developing and sustaining appropriate training and mentoring.
- Work with Executive Director to identify and write proposals for foundation and corporate funders.
- Provide progress reports to the Executive Director and board.
- Perform other duties as assigned by the Executive Director.

#### QUALIFICATIONS:

- Masters degree in relevant social science area, business and/or non profit management
- Five or more years progressively responsible experience.
- Demonstrated success in personally cultivating, soliciting, and stewarding major and principal gifts from individuals, foundations and corporations.
- Understanding of issues related to the American Muslim community.
- Experience in the leadership and management of a department budget.
- The ability to set the tone for a department driven by values based on professionalism, productivity, responsiveness, a strong work ethic, responsibility, collaboration, open communication, mutual respect, and achievement.
- The ability to serve as a critical partner to the Executive Director, displaying evidence of strong leadership, high integrity, honesty, and trustworthiness.
- Flexibility and the demonstrated ability to thrive in a fast paced, complex, non-profit environment, juggling numerous projects and satisfying numerous constituencies simultaneously.
- Ability to serve as a motivator and mentor to staff and interns in various locations while increasing the level of performance and accountability. Ability to prioritize work for self and others and manage multiple projects in multiple locations simultaneously
- Outstanding interpersonal and relationship building skills, excellent communication skills, excellent writing and presentation skills.
- An outgoing, dynamic and energetic personality, and a sense of humor.
- A strong history and track record of working effectively with volunteers engaging them in the life of the non-profit and assisting them in improving their effectiveness in all

- aspects of fundraising.
- Demonstrated ability to implement strategic plans and programs, manage and implement change.
  - Ability to maintain highly confidential information on a variety of sensitive subjects
  - Ability to work flexible hours, including evenings and weekends. Position requires 40% travel.
  - Experience working with eTapestry or similar constituent relationship management system
  - Commitment to the mission and vision of ISPU.
  - Experience leading and working through a capital campaign preferred.

To Apply: Please send your resume and a cover letter detailing relevant experience [humanresources@ispu.org](mailto:humanresources@ispu.org). Please use “Development Director Application” as your subject line. **Application deadline is January 7, 2012.** No phone calls please.