



## Director of Development

### POSITION SPECIFICATION

**Position Title:** Director of Development  
**Reporting to:** Director-General and Chief Executive  
**Responsible for:** Membership Development Manager and Membership Development Administrator  
**Location:** London, UK

#### Background:

The International Institute for Strategic Studies (IISS), the world's leading authority on international security and political military affairs, is searching for a Director of Development to be appointed at its London headquarters. The IISS is a private, not-for-profit think tank, based in the UK, with offices in Washington and Singapore, with plans to establish others in the Middle East and continental Europe. The Institute has an entrepreneurial culture and a committed and hard working staff that make, rather than merely grasp, opportunities.

#### Reporting Relationships:

The Director of Development is responsible for the Fund Raising & Membership Unit and is a member of the senior management team of The International Institute of Strategic Studies Secretariat along with the Director of Studies, the Director of Finance and Operations, and others.

#### Scope of Responsibilities:

The Director of Development (with other key staff) is responsible for orchestrating a campaign to raise funds from high net worth individuals, companies, and to a degree, philanthropic foundations for the IISS endowment, a rapid deployment fund and to a lesser degree operational and infrastructural needs including some programmatic support. The expectation is that the current annual operational revenues of approximately £8 million UK Pounds (approximately \$15 million USD), will continue to grow but be supported by a stronger endowment to protect the organisation's long term financial security and a rapid deployment fund to allow it to take initiatives in a timely manner.

The Director of Development will have the following responsibilities:

- To create and operate a centre for all corporate, foundation and major gift fundraising activity
- Develop detailed strategies, systems and tactics for fundraising, in particular in support of major gift fundraising, take leadership or assist others (as required) in the cultivation, solicitation and stewardship process
- Oversee and manage the evolution and enhancement of the case for support and all fundraising related materials

Final: 2008

- Create innovative and attractive donor acknowledgement and recognition opportunities and ensure that all gifts are appropriately and promptly acknowledged and recognized
- Promote the interests of the IISS externally while fundraising

The post will involve extensive international travel notably to the USA, Middle East and Asia and the holder will support and work with the IISS-US office, a 501 (c) 3 charity, as well as its other overseas offices as appropriate.

**Experience and Characteristics Required:**

The ideal candidate for this high profile position will have at least ten years experience in international fundraising, several of which will have been in a prominent position. Clear and proven success in a senior international fundraising post will be required. The successful candidate will need to have:

- A master's degree or equivalent
- Evidence of personally securing gifts from \$10,000 dollars to several million dollars
- Outstanding communication, presentation and interpersonal skills
- Personal credibility at all levels, but especially in working with high level donors
- The ability to develop and deliver high level strategy
- Expertise in developing strong and compelling fundraising cases
- Experience of working at all levels of society and politics
- Financial and budget management expertise
- Knowledge of current mechanisms and tax benefits supporting philanthropic giving, especially in Europe, the Middle East, Asia and North America
- An understanding of the position of the International Institute of Strategic Studies, a sharing of its values and the ability to explain this to others

**Personal Attributes and Attitudes:**

- Entrepreneurial flair and creativity
- High levels of energy and strategic thinking
- Excellent team working ability and the ability to enthuse others
- Outstanding networking ability and the sensitivity required to manage donor relationships with high net worth individuals

**Contact Information:**

For more information about The International Institute of Strategic Studies visit [www.iiss.org](http://www.iiss.org)

**To apply for the post please send a letter of application stating the skills and approach that you would bring to the post with your CV/resume (no photos) in strict confidence by email only to: [recruitment@darylupsall.com](mailto:recruitment@darylupsall.com) . Please ensure that they are sent as Word documents with the titles "<your name >cover letter" and "<your name >cv"**

**Interviews will take place in London, UK in 2008**

July 10 2008