

FOUNDATION AND MAJOR GIFTS MANAGER

Role	Foundation and Major Gifts Manager		
Reports to	Executive Director, ISD-US	Direct reports	0-2
Budgetary responsibility	None	Resource responsibility	None
Safeguarding	Not applicable	Key relationships	Executive Director ISD-US, Project Operations Team, Heads, US based partners and donors, fundraising consultant
Salary	\$65,000 - \$85,000	Location	Washington, D.C./Flexible

About ISD

ISD is a global think and do tank dedicated to safeguarding democracy and human rights, and delivering solutions to weaponized hate, polarization, disinformation and extremism around the world. Combining research and analysis with government advisory work and the design and delivery of international training, education and communications programs, ISD works to implement real-world, evidence-based responses to these challenges. ISD has teams in London, Amman, Berlin, Nairobi, Paris and Washington DC.

About ISD-US

The Institute for Strategic Dialogue-US (ISD-US) is an independent, non-profit, non-partisan organization dedicated to safeguarding democracy and reversing the rising tide of hate, extremism and disinformation in the United States.

ISD is at the forefront of analyzing and delivering solutions to these hybridized threats. Since 2006, our global team of researchers, analysts, policy experts, frontline practitioners, technologists and activists have kept ISD’s work ahead of the curve on the fast-evolving spectrum of digital threats to democracy. We have innovated and scaled sector leading policy and operational programs – on and offline - to push back the forces threatening human rights and cohesion around the world today.

We partner with governments at the local, state and federal level, businesses, communities, and NGOs to turn cutting-edge data and insight into action; trialing and delivering evidence-based solutions across society; and empowering those that can impact positive change at scale. Our research also shapes and informs our education and civic action programs as well as the training and policy support we provide to central and local governments, frontline practitioners, companies and international organizations.

Role Purpose

The US Manager of Foundation and Major Gifts will drive the growth of our portfolio of work in the US by increasing our capacity to secure major gifts from foundations and individuals. They will work with the respective program leads in designing, developing and delivering a series of exciting development opportunities to support overall growth in the US market.

The post holder will lead our development drive in tandem with our US Executive Director and CEO while being supported by respective program leads and the operations team. The post holder will lead on the identification of new development opportunities while solidifying current relationships and building upon existing opportunities. They will have impeccable writing and verbal communication skills, and a keen understanding of development, moves management, donor stewardship and fundraising ethics. Key to success in this role is the ability to speak to the full suite of ISD programming to pitch to potential partners and deliver quick turnaround concepts that can lead to development wins for ISD in the US.

Responsibilities

1. Opportunity scoping (40%)

- Lead on opportunity research and mapping activities, including proactively monitoring US funding opportunities to support ISD's work
- Analyze and provide recommendations to the US Executive Director in the "go/no go" process for new funding opportunities
- Build relationships with partners and external stakeholders to identify funding opportunities from within ISD's existing networks
- Develop and maintain donor/client relationships across all ISD's geographies as appropriate
- Organize gatherings by video or in-person to inform and recruit new/current donors

2. Proposal development and fulfillment (40%)

- Work closely with leadership and program teams in the planning and conceptualization of development activities
- Contribute to and lead all aspects of proposal development including opportunity analysis, partner negotiations, preparing supporting documents, writing sections of technical narrative and budget development, collating and editing additional content
- Support project teams in the development of new programming by reviewing and editing technical proposals and ensuring they adhere to donor and ISD guidelines
- Track grant reporting requirements and manage fulfillment processes

3. Oversight (20%)

- Oversee the proposal process, including liaising with partners and donors and managing cross-departmental internal team timelines and contributions
- Act as the intersection between programming and operations teams to ensure proposals comply with any donor requirements and meet ISD quality standards
- Ensure that all pitching documents, concept notes, grant submissions and proposals are of the highest standards and achieve the objectives outlined in ISD's strategy
- Oversee moves management for foundation grants and individual donors
- Organize regular updates for our donors from the CEO, US Executive Director and others
- Oversee / liaise with any geographic fundraising committees that could be established

PERSON SPECIFICATION

Expectations

We expect all staff, consultants and volunteers to:

- Commit to ISD’s vision, mission and [Guiding Principles](#)
- Foster diversity, inclusivity and equality of opportunity at ISD
- Demonstrate respect for others and safeguard those who are vulnerable
- Carry out their duties in accordance with ISD’s policies and procedures
- Adhere to risk management and security instructions at all times

Our commitment to Equality, Diversity and Inclusion

We endeavor to recruit a range of candidates into ISD, to strengthen our team and contribute to our inclusive organizational culture. We particularly welcome applications from candidates currently underrepresented across ISD – including those from diverse ethnic and socio-economic backgrounds, those with disabilities, and members of the LGBTQ+ community. We have tried to make this recruitment process as accessible as possible, but please let us know if you have any access requirements that you would like us to be aware of during this process.

Competencies

These reflect ISD’s [Guiding Principles](#) which we expect all members of the team to embody, regardless of seniority and role. How these competencies are assessed is outlined in ISD’s Performance Review Process.

Guiding Principles	Competencies
Integrity	<ul style="list-style-type: none"> • Personal integrity • Focus on quality
Collaboration	<ul style="list-style-type: none"> • Respect for others • Commitment to the team
Agility	<ul style="list-style-type: none"> • Efficiency and effectiveness • Growth mindset
Courage	<ul style="list-style-type: none"> • Strategic thinking • Passion for driving change

Specific Requirements

These are a priority for this specific role, and form part of our assessment during recruitment, probation and ongoing performance management. They are also a framework for focusing continuing professional and personal development.

	Essential	Desirable
Knowledge, training and qualifications	<ul style="list-style-type: none"> • Good understanding of the US market and donor landscape • Significant experience preparing successful bids for funds in the US market for a charity • Significant experience in managing complex grant application processes for a charity • Excellent knowledge of non-profit business development processes • Familiarity with ISD’s issue areas (democracy protection, extremism, disinformation, hate) 	<ul style="list-style-type: none"> • MBA or master’s degree qualification or relevant experience • Language proficiency in Spanish, German, or other language a plus • Proficiency with Monday.Com
Experience	<ul style="list-style-type: none"> • Significant experience in foundation grants and/or major gifts • Demonstrable experience in securing 5, 6 and 7 figure gifts • Experience in delivering development strategies for charities • Knowledge of and experience in delivering on moves management • Previous experience with funder stakeholder management 	<ul style="list-style-type: none"> • Understanding of the US market and potential for development of opportunities related to democracy, extremism, hate and disinformation • Clear and concise understanding of the US grant market and philanthropic market • Previous experience working in a global organization with international colleagues • Relevant experience in related organization, such as a similar charity, NGO, governmental department or think tank • Experience in supporting colleagues to reach their potential through coaching, communication and identification of learning and development opportunities
Skills	<ul style="list-style-type: none"> • Excellent writing skills – including proposal and grant writing • Excellent presentation and public speaking skills with the ability to build relationships with external organisations and stakeholders • Strong organizational skillsets and attention to detail • Strong interpersonal skills • Entrepreneurial approach to fundraising 	<ul style="list-style-type: none"> • Experience writing copy, editing, and designing and developing development presentation • Experience with storytelling

Additional requirements	<ul style="list-style-type: none"> • Demonstrable alignment with ISD’s Guiding Principles • Cultural literacy • Flexibility and can-do attitude 	<ul style="list-style-type: none"> • Experience of working in a fast-paced or start-up environment
Travel requirements	<ul style="list-style-type: none"> • 5-10% travel (not to exceed more than 26 business days) 	