

# Peace and Security Funders Group

## Director Position Description

**Organizational Overview:** The Peace and Security Funders Group (PSFG) is an affinity group of approximately 60 grantmakers who share a common interest in programs that address a wide range of activities that include, but are not limited to, control of nuclear weapons, conflict prevention and resolution, and peace building and multilateral engagement. PSFG is not affiliated with the Council On Foundations, but operates as an independent entity.

PSFG members range from large and small private foundations to public charities, from professional staff to Board trustees, and from individual philanthropists to groups of donor-advised funds. The annual operating budget is approximately \$250,000 and the bulk of the revenue is generated from a voluntary contribution of 1% of each member's total, annual grant/program expenses. PSFG's staffing consists of a Director and an administrative associate. Due to its growth, the organization is in the midst of developing its first, formal strategic plan.

**Position Description:** The Director is tasked with coordinating all aspects of this growing organization and ensuring that the needs of its current members, particularly for professional development and education in the peace and security field, are met. The Director reports to a Steering Committee composed of member representatives. Communication and coordination with that committee on the state of philanthropy in this broad field, the financial status of the PSFG, the opportunities for new membership, and the needs of current members, is critical. Other responsibilities include data collection on new donors, solicitation of potential new members to join the network, and outreach and collaboration facilitation among funders both inside and outside the group.

The Director organizes a two-to-three day annual meeting of the group, with support from an annual meeting committee who will work collaboratively to identify the venue and program for each meeting. The Director also organizes a Federal policy briefing in Washington, DC, every two years and other briefings when requested by a group of members.

This position requires travel to meet with member and potential members and to participate in meetings related to the mission of the organization. It also requires planning and management to ensure that the wishes of the network are addressed, and that urgent issues can be brought to the attention of the Steering Committee.

**Qualifications:** For the Director to work effectively with the members of the group, to provide both the vision and leadership to convey the importance of these funding issues, and to manage the administrative functions of the organization, the individual holding this position will have:

1. An excellent understanding of the field of peace, security and conflict prevention, and be conversant about these issues as they affect the funding community.
2. At least five years of relevant work in a foundation or an organization that works closely with the philanthropic community.
3. An understanding of the broad philanthropic community that includes corporate philanthropies as well as individuals of high net worth.
4. Excellent verbal and written communication skills.
5. Effective interpersonal skills that enable the Director to work comfortably with a wide variety of individuals.
6. Computer literacy, including competency in Word, Excel, PowerPoint and basic website maintenance.
7. The ability and skill to raise funds to cover the organization's annual budget.

8. A solid understanding of and perspective on the different roles that a paid staff person and a volunteer Steering Committee play in leading and managing the organization.

**Major Duties and Responsibilities:**

- Develop and manage the work of the group on a day-to-day basis, including serving as the point of contact for new members.
- Conduct other fundraising activities as necessary, including formal proposals to certain funders.
- Manage the implementation of a strategic plan.
- Design and write/produce a quarterly e-newsletter for the group that focuses on philanthropic trends, information about related meetings, events, and other items of interest.
- Organize an annual meeting and other meetings as appropriate and needed for the group with the advice and support of the Steering Committee and the Annual Meeting committee.
- Maintain regular communication with the Steering Committee by conference calls and when possible, face-to-face meetings.
- Ensure that members know about the voluntary 1% contribution and maintain accurate financial records of the group, including an annual accounting for the Steering Committee as well as regular meetings with the Finance Committee.
- Conduct other fundraising activities as necessary, including formal proposals to certain funders.
- Create educational materials for use by member foundations to help guide grantmaking and support partnerships and collaboration among like-minded organizations.
- Serve as a resource person for members of the organizations who require information or assistance in grantmaking, or networking with others working on related issues.
- Represent the group at meetings, conference and events related to the issues of the organization.
- Develop and maintain the PSFG website as a useful and well-used vehicle for communication among members.
- Manage an assistant and consultants as necessary.

**Compensation and Other Issues:** The Director is an independent contractor, though employment is under discussion by the PSFG Steering Committee. The Director can work out of his/her home office, or at the offices of one of the PSFG member organizations. The position is demanding and generally requires 40-plus hours per week. Extensive travel may be required. Compensation is dependent upon qualifications and upon the contractor/employee work status and the office location.

**To Apply:** Submit a current resume including all professional positions and educational background along with a cover letter that describes your interest in the position and what you believe you would bring to the Peace and Security Funders Group. The documents should be emailed to: Connie Padre, [cpadre@kirschfoundation.org](mailto:cpadre@kirschfoundation.org).

**Applications must be submitted by November 30, 2005.**

**Starting Date:** Preferably no later than February 1, 2006

PSFG is an equal opportunity employer and welcomes a diverse pool of applicants.