

*(This search ended in August, 2003, with the appointment of Lyn Soudien, director of business development for the Washington, DC, regional office of the National Foundation for Teaching Entrepreneurship (NFTE), and former executive director in the Johannesburg office of the United States--South Africa Leadership Development Program.)*

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## **Job Announcement**

### **Atlantic Council of the United States Director of Planning and Outreach**

(Posted: June 12, 2003)

The Atlantic Council of the United States in Washington, DC, has retained Slesinger Management Services to recruit a person with a track record in fundraising from individuals, foundations, corporations, and government agencies to serve as director of planning and outreach. Reporting directly to the president of this nonpartisan foreign policy organization, this person would also manage a visiting fellows program and be part of the senior management team. Applications will be accepted until the position is filled.

#### **The Organization**

The Atlantic Council of the United States is a nonprofit, nonpartisan organization that promotes constructive U.S. leadership and engagement in international affairs based on the central role of the Atlantic community in meeting the challenges of the 21<sup>st</sup> century. The Council was created in 1961, following the consolidation of several other citizen-based groups that had been established in the 1950s to create public understanding and support for the North Atlantic Treaty and the establishment of NATO. Current programs deal with transatlantic relations; international security; U.S. and European policies in Asia; and, energy, environment and economics.

The Atlantic Council has a staff of 16, and an operating budget of \$2.7 million. Revenue comes from private foundations such as the German Marshall Fund, the Ford Foundation, the Carnegie Corporation of New York, the Starr Foundation, the Open Society Institute, and the Atlantic Council endowment; corporations such as Lockheed Martin, Eastman Kodak, AOL Time Warner, and ExxonMobil; several hundred individuals; and several government agencies. The Council is governed by a board of directors that is chaired by Henry Catto, whose distinguished career includes serving as director of the United States Information Agency and U.S. Ambassador to Great Britain. The Council's president and CEO is Christopher Makins, who previously was executive vice president of the Aspen Institute and a foreign service officer for the government of Great Britain

For more information about the Council, go to <http://www.ACUS.org>.

#### **The Position and its Principal Responsibilities**

The overarching responsibility of the director of planning and outreach is to lead and coordinate the Council's fundraising and constituency development activity. Specific responsibilities include:

1. Raising unrestricted money. About a quarter of the Council's revenues comes from contributions by board members and other dues-paying individual and corporate members. The new director will be expected to lead the organization's efforts to raise more money from these supporters and to identify and cultivate new donors and members.
2. Coordinating the Council's efforts to raise project support. Funding for research and dissemination activities is primarily the responsibility of the program staff, but the director of planning and outreach is responsible for coordinating this effort, including insuring that proposals are well-written and are going to appropriate funders, and that grant reports are submitted on time.
3. Organizing the Council's annual awards dinner, which currently serves as the most significant source of unrestricted funds and requires several months of preparation.
4. Overseeing two staff who focus on fundraising—one from individuals, the other from corporations—and who also are responsible for the organization's website and recording all incoming revenue as part of the Council's financial management system.

Besides fundraising, the director of planning and outreach is also responsible for:

5. Managing the Council's Senior Fellows Program, which enables government officials, research scholars, business, media and other private sector leaders from around the world to pursue a year of independent study at the Council's Washington, DC, office. The director of planning and outreach is responsible for overseeing the application process, organizing and leading weekly seminars that often feature guest speakers from outside the organization, and providing logistical and other support during their fellowship year.
6. Supervising the fellows program's assistant director, who is also responsible for the Council's organization-wide database.

### **Desired Skills, Experience, and Characteristics**

The ideal candidate should have:

1. At least four years of experience in fundraising from individuals, corporations, and foundations at the \$1,000+ level, i.e. expertise in high-volume, low-dollar, direct mail solicitation is not relevant. Experience raising money for organizations involved in foreign policy programs is helpful, but not required.
2. Strong skills in building relationships with donors, especially the kinds of eminent people who make up the Council's large board of directors.
3. An ability to think strategically, especially related to activities that will generate new revenue for the Council.
4. Strong writing skills. The director will be expected to write proposals that must be cogent and persuasive, and to edit proposals and reports written by other staff.
5. An ability to guide and mentor staff (currently three assistant directors) who typically

- come to the Council soon after graduating from college and therefore do not have significant work experience.
6. An ability to work collegially with key staff in other departments at the Council, particularly the program staff, the director of finance and administration, and the president.
  7. Strong organizational skills, including establishing priorities and getting work done on time. This is especially important since this job covers both fundraising and program management (senior fellows program).
  8. An ability to be extremely detail-oriented, which is especially critical to organize the annual awards dinner that attracts several hundred people, and to track fundraising goals and results on a frequent basis.
  9. An interest in international affairs and the Council's focus on transatlantic issues. The position of director of planning and outreach is not appropriate for a research scholar who has no fundraising or program management experience; nor is the job appropriate for a person strong in fundraising but with little interest in or knowledge of international, and especially European, affairs.
  10. An ability to travel at least twice per year—domestically and internationally—to meet with donors and attend key meetings such as the annual Atlantic Treaty Association meeting in Europe.

### **Compensation**

The compensation package will include a base salary, a bonus plan that is tied to results, and a generous benefits package.

### **To Apply**

Please **e-mail** (or mail): 1) cover letter, 2) resume, and 3) three-year salary history (which will be held in strict confidence) to:

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 (attached files only in Microsoft Word or PDF)

(This job announcement can also be found at <http://www.SlesingerManagement.com>.)

*The Atlantic Council is an equal opportunity employer.*