



## Director of Strategic Partnerships

Secure World Foundation, a 501(c)3 non-profit operating foundation, is seeking a full-time Director of Strategic Partnerships to develop, manage and execute the Foundation's strategies for strategic partnership development that support the implementation of program activities by the SWF program staff.

As the only organization devoted entirely to space sustainability, the Secure World Foundation strives to be a trusted and objective source of thought leadership and information on space security, sustainability, and the use of space for benefits on Earth. We use a global and pragmatic lens to study and evaluate proposed solutions to improve the governance of outer space. While recognizing the complexities of the international political environment, SWF works to encourage and build relationships with all willing stakeholders in space activities, including government, commercial, military, civil society, and academic actors. Central to this approach is increasing knowledge about the space environment and the need to maintain its stability, promoting international cooperation and dialogue, and helping all space actors realize the benefits that space technologies and capabilities can provide.

### Summary

Reporting to the Executive Director and working with the Operations Director, the Director of Program Planning, and program managers, the Director of Strategic Partnerships will develop, manage, and execute the Foundation's strategies for strategic partnership development. This includes establishing, managing, and leveraging relations with SWF's external partners, and also pursuing external funding opportunities to support the Foundation's work. In carrying out these responsibilities, the incumbent will both support and be supported by other SWF staff, as appropriate.

The successful candidate must be authorized to work in the United States and will be based in our Broomfield, Colorado office. This position is a hybrid of in-office and remote work. The candidate will be able and willing to complete all of the responsibilities attached to this position.

### Responsibilities

The primary responsibilities of the Director of Strategic Partnerships are: (i) to coordinate and manage all SWF external partnerships, and (ii) to pursue external funding and leveraging opportunities. These responsibilities are described in more detail below:

#### *Coordinate and manage SWF external partnerships:*

- Sustain existing partnerships and mobilize new strategic partners to collaborate with SWF in support of the Foundation's current and planned programs.
- Work with SWF staff to develop Framework Cooperation Agreements and Activities Agreements and other types of partnership agreements.

- Identify and pursue opportunities for external funding and leveraging external resources (e.g., event sponsorships, to support SWF projects and programs, and assist SWF program managers in the preparation of related proposals and applications.
- Work with SWF staff to manage, maintain, and track current partnerships. This includes reviewing all partnerships for strategic value, process compliance, and mission alignment.

#### *General*

The incumbent will be required to:

- Monitor activities carried out under partnership agreements, communicate concerns, results and impacts to the relevant program staff and/or to SWF senior management, as appropriate.
- Travel (local, regional, national and/or international) as needed to meet with existing and prospective SWF partners and stakeholders and to meet with SWF staff in our Washington, DC office.
- Participate in and represent SWF in national and international events and conferences, as required.
- Maintain knowledge of the substantive areas of SWF's projects and activities.
- Maintain knowledge of and relationships with external entities that operate within the scope of SWF's mission and vision.
- Ensure that all relationships with other entities developed and/or maintained on behalf of SWF have up-to-date contact information available to the Foundation's team.
- Perform other duties as may be required by the Executive Director.

Though not primarily responsible for any of the SWF program areas, the Director of Strategic Partnerships may also be required to support the planning and/or implementation of projects led by other SWF staff from time to time.

#### **Experience, Qualifications and Skills**

- Five or more years of experience working with an organization in a partnership development capacity, preferably in a field within the scope of SWF's activities. Space sector and/or non-profit experience would be a plus.
- Minimum of five years of successful experience in major gift and mid-tier fund-raising with demonstrated knowledge in donor identification, cultivation, solicitation, and stewardship skills.
- The minimum academic qualification for this position is a degree in Business/ Marketing/ Public Relations/ International Relations. For candidates with fewer years of work experience, an advanced degree would be a plus.
- Excellent oral and written communication skills to support partner engagements and the internal development of agreements, presentations, proposals and other documents, as needed.
- Demonstrated ability to communicate authentically, passionately, and knowledgeably with external project participants, frontline staff, organizational executives, policy makers, and other external stakeholders, and to facilitate conversations.
- Strong interpersonal skills and experience working as a member of a diverse, geographically scattered team.
- Professional experience of living and working in more than one culture is a plus.
- Ability to perform professionally in English is an essential requirement and fluency in at least one additional language is a plus.
- Proficiency in general computer skills and experience with electronic collaboration tools.

## Competencies

- Ability to develop clear goals consistent with organizational policies and strategies
- Ability to prioritize tasks and to respond to opportunities quickly and efficiently
- Ability to work independently with minimal supervision
- Ability to work in complex and ambiguous situations
- Ability to think creatively and function pragmatically
- Ability to foresee risks and allow for contingencies when planning
- Ability to monitor and adjust plans and actions as necessary
- Ability to listen to others, correctly interpret messages and respond appropriately
- Ability to tailor language, tone, style and format to match the audience
- Ability to work collaboratively with colleagues across multiple projects to achieve organizational goals
- Ability to take ownership of all assigned responsibilities and to honor commitments to deliver outputs for which one has responsibility to agreed time, cost and quality standards.

This is a full-time position. SWF is offering a salary in the range \$85,000 - \$95,000, depending on experience, plus benefits, depending on qualifications and experience. Candidates must be legally authorized to work in the United States on a full-time basis.

Benefits include: health/dental/vision/disability coverage, 401(k) plan with employer match, and paid holiday, vacation and sick time.

Qualified candidates, please send your resume and a cover letter highlighting your partnership development and fundraising experience to [jobs@swfound.org](mailto:jobs@swfound.org). Title the subject line of your email: *Director of Strategic Partnerships Application*. No phone calls, please.

The application process will remain open until 07:00 a.m. MST (UTC -7) on MONDAY, 28 NOVEMBER 2022. Interviews will be conducted in December with an anticipated start date in January 2023.

The Secure World Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, expression or identity, national origin, age, disability, or genetics. SWF is committed to promoting and supporting more diverse, inclusive, and equitable engagement in discussions on issues related to the secure, sustainable, and peaceful uses of outer space. We believe that we can harness the inspirational power of space to be as inclusive as possible in our workplace and in all our activities, to help create a more tolerant, more inclusive, and more humane society, right here on Earth. We know that bringing diverse voices to the table yields better solutions. Space offers us the opportunity to gather the best ideas in creating the systems that will help us keep space sustainable and of benefit to all humanity. As an organization, we plan to maintain and enhance evaluation and feedback mechanisms for continued improvement in this area.