



New Position Posting: Director of Development Secure World Foundation

The Secure World Foundation is a U.S.-based nonprofit organization dedicated to the secure and sustainable use of outer space for the benefit of all peoples on the Earth. The organization works closely with governments, international intergovernmental organizations, international bodies, industry and other civil society organizations to develop and promote ideas and actions for international cooperation to achieve the secure, sustainable and peaceful uses of outer space. The Foundation works with a wide range of partners around the world and holds permanent observer status in the United Nations.

The organization, with offices in Washington, DC and Colorado, is staffed by seasoned experts in space policy, space security and space law. It advocates for a safe, stable and secure space environment and works through three primary methods:

- informing* through research and analysis,
- facilitating* through highly successful convenings, including an annual global summit, and
- promoting* real and viable solutions to the many space sustainability challenges the world faces today.

The Foundation is led by a visionary group of thought leaders and is supported by a committed and engaged Board of Directors.

Celebrating its 20th anniversary this year, the Foundation is the premier civil society organization worldwide that is devoted exclusively to space sustainability. Given the dramatic growth of the space sector in recent years, the Foundation is seeking to expand its resources to continue to meet its mission well into the 21st century.

Opportunity: This is a newly created position to help advance an aggressive and successful fundraising program, with an expectation to expand and build upon the solid base which has been established. It is a full-time, hybrid position requiring a few days in the office each week and adhering to a regular remote work schedule, ideally based in Washington, DC. The seasoned professional will report directly to the Executive Director. The Director of Development will also work closely with the Chair of the Board of Directors, other members of the Board, including the newly established Development Committee of the Board, and will interface with key stakeholders from supporting organizations. The Director will review and assess current fundraising efforts and will build upon that, expanding the donor pool and quickly advancing key proposals among individuals, family foundations and larger, institutional donors and foundations. The Director is being hired to take the Foundation’s fundraising program to a higher, sustainable level than at present, helping to build a larger and more diverse contributed revenue pool.



Responsibilities: The Director will focus on several metropolitan areas where expansive research has been completed, and within these regions, help to identify, qualify, cultivate, and advance appeals in the foundation and corporate giving communities, as well as to identify and pursue grant funding opportunities aligned with the Foundation’s mission. The organization has just completed creating a powerful Case for Support and the Director will use the Case to help raise the organization’s visibility and stature in the U.S. and around the world. The Director, working with the Executive Director and the Board, will assist in planning a number of events and gatherings to generate increased awareness of the Foundation and to engage viable donors. They will collaborate with external tax and legal experts to ensure compliance with U.S. tax codes and maximize donation opportunities. The Director will personally oversee the crafting of grant proposals and/or individual appeals to top-tier prospects. They will also participate in cultivation calls and will help guide and assist the leadership in solicitations. Lastly, the Director will devote some time to “back-of-house” systems to make sure the development operation is well organized and efficient in all of its fundraising work.

Education: BA/BS and/or Graduate Degree

Experience: The ideal candidate will have a minimum of a 10-year track record in non-profit fundraising in the U.S. and/or internationally and demonstrate a strong and enduring commitment to building and shaping a successful fundraising program. Candidates will be required to demonstrate:

- Experience and success in major gift work with six-figure donors and above;
- Experience and success in engaging the foundation giving community to secure grants, and proven expertise in formal grant writing and submissions;
- Experience in putting fundraising systems in place;
- Experience in organizing events and activities to engage potential donors and a strong background in stewardship and communication to key stakeholders;
- Strong organization skills and ability to work independently.

The candidate must have strong writing and speaking skills and a willingness to be part of formal presentations, meetings and to represent the organization at a variety of functions. The Director of Development should have a knowledge and background in current issues in philanthropy in the United States. The candidate should have, or be willing to rapidly acquire, a keen and knowledgeable background and/or interest in the important and timely subject matter of the Foundation. The job will necessitate occasional travel, the costs of which shall be covered by the organization according to its travel and expense policies.

Salary: An excellent and competitive salary can be offered for a seasoned and experienced professional who desires to advance the Foundation’s mission by developing and implementing an excellent fundraising program on a full-time basis. With a starting salary range of \$145,000-\$160,000, depending upon experience, benefits include paid holiday, vacation and sick time, 401(k) with employer match, health insurance, vision and dental insurance and more.



To Apply: Qualified candidates, please send a cover letter outlining your interest in supporting SWF's mission and your resume / curriculum vitae to opportunities@swfound.org. Title the subject line of your email: Director of Development. No phone calls, please. The position is open as of September 30, 2024 and the search will continue until the right candidate is selected.

The Secure World Foundation provides equal employment opportunities 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. Diversity 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.

www.swfound.org