



HOSTAGE US

Fundraising and Strategic Partnerships Manager

Having a loved one kidnapped is a frightening and lonely experience. While attention rightly focuses on the plight of the hostage, their families are victims, too. And once the hostage is released, the reintegration process can take many years and many are left with health and mental health problems.

Hostage US is a non-profit, non-partisan organization that provides a range of support and professional services to hostage families and returning hostages during and after a kidnap, all delivered free of charge and independent of outside interests. Its founding partners are the James W Foley Legacy Foundation and Hostage UK, and it is based on the successful model of Hostage UK, which has been delivering this kind of support for over a decade. It is an independent US-based non-profit. It launched publicly in April 2016.

Summary

The Fundraising and Strategic Partnerships Manager will oversee all Hostage US fundraising, including major individual donors, corporate, foundations, direct mail, and special events. As a new organization, this will involve designing and building processes and systems as well as managing them and delivering increased revenue and partnerships for Hostage US. It is a small, dynamic team, offering this position the chance to make a huge impact to our important mission to help the hidden victims of kidnapping.

As well as relying on the generous support of individuals, corporations, foundations and others making a financial contribution to the organization, Hostage US has a growing number of strategic partners who help to deliver support to hostages and their families by offering pro bono services – legal, financial management, health, mental health and communications. Our strategic partners are vital to our mission, allowing us to deliver high quality services entirely free of charge to those in need.

This position reports to the Executive Director and will work closely with the Program Coordinator and members of the Board of Directors. Hostage US is a collaborative organization that is mission and values driven.

This position will be based in the Hostage US Washington DC office near DuPont Circle.

Responsibilities

This position will have the following responsibilities across all areas of fundraising and strategic partnerships.

Fundraising strategy:

- Devise and manage the fundraising strategy for Hostage US, working closely with the Executive Director and select board members

Prospect development:

- Work closely with colleagues and board members to identify and develop cultivation and solicitation strategies
- Develop and maintain a robust prospect portfolio
- Assist in the identification, research and solicitation of new corporate sponsors for Hostage US and its Education Program
- Strategically research foundation grants, opportunities for sponsorship and potential individual donors
- Support board members in their fundraising responsibilities, allowing us to make good use of their networks
- Record actions in a fundraising database on a timely and accurate basis, including the filing of all contact reports for all face-to-face visits

Fundraising and relationship development events:

- Devise an annual schedule of Hostage US fundraising and relationship development events in line with the organization's mission and values
- Working with colleagues and board members, coordinate fundraising events in order to build and strengthen relationships and raise funds

Communications and written materials:

- Develop written materials in support of cultivation and solicitation activities, including proposals, letters and presentations for donors, briefing materials and contract reports
- Advise on organization wide communications needs to further fundraising efforts, including online and offline

Reporting:

- Maintain a grant report calendar
- Draft and edit grant reports and grant proposals

Administration

- Prepare all gift acknowledgements and regular mailings
- Maintain a database of existing and potential donors
- Address donor questions and requests
- Develop and maintain fundraising and relationship management systems and processes across Hostage US as required

Strategic partnerships:

- Work closely with the Executive Director to develop and maintain relationships with Hostage US strategic partners
- Ensure strategic partners are integrated into the work of Hostage US and their contributions properly acknowledged and celebrated publicly both online and offline

Qualifications

We are looking for someone with the following qualifications and experience:

- A Bachelor's degree (or equivalent experience) in Marketing, Public Relations, Communications, Business, Sales, Organizational Development, or other relevant field
- Minimum of 5-7 years' experience in fundraising, grant writing, individual donors, corporate sponsorship and/or major donors
- Experience of event planning, logistics and operations
- Proficiency in Microsoft Word and Excel and database management experience
- Demonstrated ability to quickly gain the respect, support and trust of various constituencies, including board members, high net worth individuals, organizational stakeholders, strategic partners, and hostages and their families we support
- Excellent written and oral communications skills, including strong presentation, liaison and negotiation skills
- Demonstrated tact and diplomacy and respect for confidentiality
- Demonstrated ability to work well independently and to handle deadlines, pressure and changing priorities with good judgment
- Understanding of and commitment to the mission and values of Hostage US

How to apply

If you would like to apply for this position, please send your resume and a cover letter detailing why you are interested in the role, why you are compelled to serve the mission of Hostage US and how your experience meets the requirements of the role. Please include details of your salary expectations. Send to recruitment@hostageus.org by July 8th.

Applications that do not include a detailed cover letter will not be considered and will not have receipt confirmed.

We will acknowledge all successful applications within one week of receipt, but only candidates selected for interview will receive a personal email.

For further information about Hostage US visit www.hostageus.org

Hostage US is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.