



Executive Director Job Description

Organizational Overview

The Peace and Security Funders Group (PSFG) is an affinity group of approximately 70 foundations and individual philanthropists that support civil society efforts to promote international peace and security through grantmaking and programmatic work. The members address a wide range of issues that include conflict prevention and resolution, peacebuilding, the nuclear weapons threat, multilateral engagement, peace education, U.S. foreign and military policies and budget.

PSFG's mission is to enhance the effectiveness of philanthropic activity in the peace and security field. To this end, PSFG facilitates the exchange of information and ideas, fosters collaboration and cooperation, promotes strategic philanthropy, and seeks to increase the philanthropic resources available in the field.

PSFG is a project of the Fund for Constitutional Government, a DC-based organization, which serves as its fiscal sponsor. The current annual operating budget is approximately \$190,000, most of which is generated by annual, voluntary member contributions in the form of grants or dues. The budget has fluctuated depending on needs and member composition. PSFG staffing typically has been a Director with one additional staff person; consultants and contractors have been hired for projects, as necessary.

Position Summary

The Director is responsible for providing strategic direction and leadership to advance the group's mission of strengthening peace philanthropy, and for implementing all programs. The Director reports to a Steering Committee, composed of representatives from member organizations, which provides oversight, guidance and assistance.

The Director is an employee of the Fund for Constitutional Government, but can work out of his/her home office or possibly at the offices of one of the PSFG member organizations. Compensation is dependent upon qualifications. The position requires travel, at times significant, to meet with current and potential members and to participate in meetings.

Major Duties and Responsibilities

- Work with the Steering Committee to grow the organization and shape its strategy and program to meet the needs of its members and the broader philanthropic community.
- Develop and implement PSFG's work program on a day-to-day basis, and ensure progress toward advancing the organization's long-term mission.
- Organize the two-to-three day Annual Meeting, with support from a meeting committee.
- Organize the bi-annual Federal Policy Briefing in Washington, DC, in collaboration with the International Human Rights Funders Group, working with a planning committee composed of representatives from both affinity groups.

- Pursue initiatives, and coordinate efforts of others, to increase the numbers of funders in the field and the level of resources available. This involves identifying and reaching out to potential funders through events, other funder networks, one-on-one meetings, publications, and speaking engagements.
- Manage the organization's finances including developing the annual budget, raising all revenue, authorizing all expenditures, maintaining and reporting to the Steering Committee accurate financial records of revenues and expenses.
- Solicit member contributions, including submission of formal grant proposals and grant reports, when requested.
- Write and publish a monthly e-newsletter that reports on developments in the philanthropic community, relevant meetings, events and other items of interest.
- Organize regular teleconferences and occasional seminars, working group meetings, and conferences as requested by the membership or in response to opportunities and/or needs.
- Develop education materials to help guide grantmaking and support partnerships and collaboration among like-minded organizations.
- Serve as a resource for members of the organizations who require information or assistance in grantmaking, or networking with others working on related issues.
- Maintain regular communication with the Steering Committee by conference calls and occasional face-to-face meetings.
- Represent PSFG at meetings, conferences, and events related to its mission.
- Develop and maintain the PSFG website as a useful vehicle for communication among members and outreach to a broader public.
- Manage an assistant and consultants as necessary.

Qualifications

- At least five years of relevant work in a foundation or an organization that works closely with the philanthropic community.
- Knowledge of and background in the field of peace, security and conflict prevention.
- A solid understanding of the broad philanthropic community including both foundations and individuals.
- Excellent verbal and written communication skills.
- Effective interpersonal skills that enable the Director to work comfortably with a wide variety of individuals and to coordinate and motivate members who volunteer to work on committees.
- The ability to raise funds to cover the organization's annual budget and to track finances.
- The ability to travel regularly.
- Sufficient computer literacy needed to maintain website, use email marketing systems, develop spread sheets, and other basic functions.
- Demonstrated ability to build a membership organization and/or coalition is desirable.

Start Date

Ideally, by July 1, 2013

To Apply

Send a resume and cover letter explaining your interest in and qualification for this position to jobsearchpsfg@gmail.com no later than June 4. Early submissions appreciated.