

## Employment Opportunity Director of Development

Position type: Full time, exempt  
Reports to: CEO  
Location: HYBRID/Team in office one day per week  
Hours: 40 hours/week, generally normal business hours  
Some evenings and weekends as required  
Note: this position requires domestic and international travel  
(domestic travel 15% of time and international travel 2-3 weeks annually)

*The Director of Development is responsible for authoring and executing FASPE's fundraising plan in concert with the CEO and active Board of Directors.*

### About FASPE:

Launched in 2010, FASPE (Fellowships at Auschwitz for the Study of Professional Ethics) trains professional school students and practicing professionals in ethical leadership using a unique historical lens—beginning with the professionals who designed, enabled and executed the policies of Nazi Germany. FASPE studies these perpetrators as a lens into the power and role of professionals, to ask the basic questions of how and why professionals abandon their ethical guideposts; and to create a compelling context for the study of professional responsibility today.

Each year, FASPE awards 80–90 two-week Fellowships to Germany and Poland for graduate students and early-career professionals in Business, the Clergy, Design & Technology, Journalism, Law, and Medicine. FASPE engages actively with its community of over 900 alumni as they increasingly take on leadership positions in their practices.

FASPE presents ethical leadership training (ELT) workshops to global companies across platforms and sectors, including law firms, consulting firms, media companies, big pharma, large tech, and others. ELT is fundamental to FASPE's mission and is an important revenue source for FASPE.

Through its public voice and education programs, FASPE also provides a variety of platforms to convene difficult conversations about contemporary ethics. FASPE is growing with increasing resonance among new constituencies. The work environment is entrepreneurial and fast paced. Interest in corporate programs and convening ethical discussions is growing. The potential of the organization to grow in terms of scale and making a difference is enormous. The Director of Development position is a critical component of the desired growth.

## **The Position:**

The Director of Development reports to the CEO and is a leadership role that drives all of FASPE's fundraising efforts.

FASPE is a hybrid organization. The team is generally in office one day per week. Accommodations for those who live within the larger northeast corridor and could commute in periodically are negotiable. Management is willing to consider travel reimbursement for commuting to the office for meetings within the region. For example, Amtrak expenses from Philadelphia or Washington DC would be considered reasonable.

## **The Opportunity:**

FASPE is growing with increasing resonance as reflected in the power of its curriculum, its recognition in the top professional schools throughout North America, the demand for its approach to practical ethics across major global enterprises. FASPE responds to a recognized need for ethical leadership across professions, across sectors.

The Development opportunity is based on a foundation of regular sources of annual revenues, but with enormous untapped potential, including through the wide and increasing reach of its 900+ alumni.

The Director of Development will have the opportunity build on the existing staff, to create a development team to match the FASPE vision.

## **Core Characteristics:**

- Passionate about philanthropy, activism, and social change.
- A relationship builder. A person who enjoys meeting new people and learning about their backgrounds and interests.
- Collaborative and independent. Eager to be a part of a small, tight-knit team and able to handle personal administrative tasks.
- Oversees the Administrative Assistant's responsibilities as it relates to Development.
- An entrepreneurial self-starter. A person who can identify opportunities and take initiative to create positive change. And, who will thrive as part of a growing, entrepreneurial, and dynamic organization.

## **Core Responsibilities:**

- Author and implement all aspects of the fundraising plan in collaboration with the CEO and active Board to meet the current needs of \$2.0 million+ (and growing) in annual contributed income (including benefit and cultivation events, donor trips, institutional funding, grants, major gifts, and direct mail and email campaigns).

- Manages own portfolio of donors, including corporate donors and Foundations, as well as manage board assignments and their portfolios, while cultivating new donors and prospects.
- Create a development structure that builds on an existing functioning infrastructure.
- Maintain an accurate database of all donors and funders and coordinate and oversee data management of donation information in Neon CRM and gift acknowledgements.
- Actively maintain personal relationships with FASPE stakeholders through regular phone calls, emails, in-person meetings, lunches, and events.
- Execute and manage all grant application submissions and reporting.
- Serve as an ambassador for FASPE at events and functions.
- Help to coordinate all communications, including fundraising materials.
- Developing, presenting, and overseeing budgets that align with FASPE's goals.

### **Qualifications:**

- Bachelor's degree required, graduate degree preferred.
- Minimum of five years' experience in development activities for a non-profit organization, at least three of which in a Director position. Experience in corporate funding, seeking foundation grants, designing sponsorship programs, and working with alumni will be particularly helpful.
- Superb written and verbal communication skills along with presentation and interpersonal skills—within small and large group contexts
- Organizational capabilities, including skills in independent and impromptu problem-solving on the ground.
- Creativity with a desire to work in an entrepreneurial environment.

### **Compensation:**

Compensation for the Development Director includes a competitive base annual salary of 110,000 to \$125,000 (commensurate with experience), with bonus based on performance, and an excellent package of employee benefits.

### **To Apply:**

Interested applicants should send a resume/CV and statement of interest to [hr@faspe-ethics.org](mailto:hr@faspe-ethics.org). No phone calls or snail mail please. Not all applicants will be contacted. This position is open on a rolling basis until filled.

FASPE is a non-faith based 501(c)(3) organization and an equal employment employer.