



DEPUTY DIRECTOR OF DEVELOPMENT
U.S. GLOBAL LEADERSHIP COALITION
WASHINGTON, D.C.



Aspen Leadership Group is proud to partner with the U.S. Global Leadership Coalition (USGLC) in the search for a Deputy Director of Development.

The Deputy Director of Development will play a pivotal role in driving the U.S. Global Leadership Coalition's fundraising efforts, including leading membership fundraising efforts for USGLC's 501(c)(4) advocacy arm, the U.S. Global Leadership Campaign, and USGLC's special events. The Deputy Director will oversee membership fundraising, ensuring that the relevant programs of USGLC are adequately supported as the organization expands its reach and influence. By managing an active portfolio of corporations, NGOs, and high-net-worth individuals, the Deputy Director will fortify the Coalition by cultivating meaningful relationships and recruiting strategic new members. With a focus on operational excellence, the Deputy Director will enhance member services, optimize revenue generation, and foster long-term donor partnerships, all while guiding a high-performing development team to achieve ambitious multiyear goals. The Deputy Director will maximize revenue from USGLC's signature events, such as the annual Tribute Celebration and Global Impact Forum, ensuring that the mission of USGLC resonates and evolves in alignment with donor interests and industry standards.

The U.S. Global Leadership Coalition is a broad-based influential network of 500 businesses and NGOs; national security and foreign policy experts; and business, faith-based, academic, military, and community leaders in all 50 states who support strategic investments to elevate development and diplomacy alongside defense in order to build a better, safer world. USGLC works in the nation's capital and across the country to strengthen America's civilian-led tools — development and diplomacy — alongside defense. By advocating for a strong International Affairs Budget, the USGLC is working to make America's international affairs programs a keystone of U.S. foreign policy. The U.S. Global Leadership Coalition's National Advisory Council brings together distinguished leaders including former Cabinet officials, members of Congress, and every living Secretary of State and provides strategic counsel to USGLC on its efforts to advocate for a strong U.S. International Affairs Budget and educate opinion leaders. The National Security Advisory Council includes more than 250 retired three- and four-star generals and admirals from all five branches of the Armed Forces among its ranks and supports advancing America's national security by strengthening all the tools of national security — diplomacy and development, alongside a strong defense.

In today's interconnected world, America must use all its instruments of national security and foreign policy to ensure citizens are safe, the economy is strong, and lives are saved. The nation's civilian tools of diplomacy and development are underfunded and undermanned, which is why the USGLC supports a strong and effective International Affairs Budget.

From global pandemics to food insecurity to weak fragile states, America faces an unprecedented number of complex global threats that cannot be solved by military power alone. Addressing the root causes of violent conflict overseas through development and diplomacy helps protect Americans and helps reduce the need to send servicemen and women into harm's way.

America's diplomats and development workers help put the building blocks in place so that U.S. companies can expand their exports, reach new markets, and create more jobs at home. With 95% of the world's consumers outside U.S. borders and the fastest-growing markets in developing countries, it is vital that the U.S. stays competitive in the global marketplace, ensures a level playing field for American businesses, and reaches more customers.

American development and relief programs save lives, cure disease, and promote the nation's highest values. From combating the global HIV/AIDS pandemic to helping cut extreme poverty in half in the last 25 years, America can be proud of its leadership in helping those in need around the world.

The USGLC brings together more than 500 businesses and nonprofits from across the country with a shared belief that investing in America's tools of development and diplomacy is not just the right thing to do — it is also the smart thing to do.

REPORTING RELATIONSHIPS

The Deputy Director of Development will report to the Director of Development & Strategic Partnerships, Dana Bruce. The Deputy Director will oversee three to four direct reports.

PRIMARY RESPONSIBILITIES

Fundraising and Donor Stewardship

The Deputy Director of Development will

- lead membership fundraising efforts for USGLC's 501(c)(4) advocacy arm, the U.S. Global Leadership Campaign;
- lead strategy, revenue generation, and operations related to fundraising and member services;
- ensure Campaign programs and services are properly funded proportionate to the growth of the enterprise;
- manage the membership pipeline, cultivate relationships, and recruit strategic new members of corporations and NGOs to further strengthen the Coalition;
- ensure timely communication of annual membership renewals and lapsed member recruitment;
- follow up on pledges and cash collections to optimize cash flow and member services;
- heighten awareness of member benefits and value of active engagement by Campaign donors and prospects;
- evaluate and align current program offerings to meet donor and membership interest and recommend new program opportunities and member benefits, as needed;
- periodically benchmark member dues structure and benefits and recommend adjustments, as necessary, to keep pace with industry standards;
- enhance the member partnership pipeline to cross-cultivate broader financial support for USGLC educational initiatives, providing thought leadership to enterprise-wide fundraising goals;
- collaborate on developing multiyear fundraising goals that meet USGLC's growth trajectory;
- lead the annual Tribute Celebration's fundraising efforts, including table sales, sponsorships, and other opportunities to maximize revenue from USGLC's signature fundraising event;

- pursue opportunities that maximize revenue for USGLC’s annual Global Impact Forum through sponsorships and other partnership opportunities;
- carry a portfolio of 7- and 8-figure prospects and pursue unrestricted funding opportunities to maximize flexibility with programs and operations for enterprise-wide growth; and
- foster long-term partnerships with donors by communicating the impact and value provided by the enterprise.

Leadership and Operations

The Deputy Director of Development will

- manage the day-to-day operations of the department and staff, including providing support to the Director of Development and oversight, coaching, and mentoring to a high-performing development team;
- develop periodic management reports to include key revenue benchmarks and other indicators;
- collaborate and serve as a thought partner with cross-functional teams to harness new member benefits;
- oversee the creation of development materials, including pitch decks, prospectuses, impact reports, and other materials;
- ensure proper systems and procedures are in place for the fundraising database/CRM, donor acknowledgment letters, donor pipeline, and moves management system; and
- utilize data to set fundraising strategy and priorities, measure outcomes, and drive superior performance by team members.

LEADERSHIP

Dana Bruce

Director of Development & Strategic Partnerships

Dana Bruce joined USGLC with over 10 years of nonprofit management experience. Most recently, Dana served as a managing consultant for then-Governor Nikki Haley’s One South Carolina Flood Fund where she developed the protocol to manage and distribute funding to disaster relief organizations. Dana was the Executive Director for the JDRF (Juvenile Diabetes Research Foundation) Palmetto Chapter in Columbia, South Carolina for over seven years, where she was responsible for the geographical growth of the chapter to include national advocacy, fundraising, and events planning. Dana holds a graduate degree in international relations from the University of South Carolina and an undergraduate degree in Spanish from Wofford College in Spartanburg, South Carolina.

PREFERRED COMPETENCIES AND QUALIFICATIONS

The U.S. Global Leadership Coalition seeks a Deputy Director of Development with

- a commitment to the mission of the U.S. Global Leadership Coalition—to elevate development and diplomacy alongside defense in order to build a better, safer world;
- experience leading a successful team of fundraisers, and managing a portfolio of corporate, foundations, and high-net-worth individuals capable of making gifts with significant institutional impact;
- a track record of managing relationships with internal and external partners;
- excellent oral, written, and presentation skills and an ability to communicate across a wide range of audiences; and
- a passion for U.S. international development and diplomacy programs.

Experience managing a comprehensive development program for an advocacy and education nonprofit organization is preferred for this position. The U.S. Global Leadership Coalition will consider candidates with a broad range of backgrounds. If you are excited about this role and feel that you can contribute to USGLC, but your experience does not exactly align with every qualification listed above, we encourage you to apply.

SALARY, BENEFITS, AND CULTURE

The salary range for this position is \$100,000 to \$130,000 annually. USGLC provides a comprehensive package of benefits, including medical, life and disability insurance, retirement plan, paid annual and sick leave, mental health days, birthdays off, and federal holidays in addition to offices closed typically from December 25th through January 1st. USGLC is committed to fostering a culture of inclusiveness and belonging among staff, volunteers, and partners.

LOCATION

This hybrid position is in Washington, D.C. Travel beyond the D.C., Maryland, and Virginia area will be required as will attendance at events (15%).

APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. ***Cover letters should be responsive to the mission of the U.S. Global Leadership Coalition as well as the responsibilities and qualifications stated in the prospectus.*** Review of applications will begin immediately and continue until the successful candidate has been selected.

To apply for this position, visit: [Deputy Director of Development, U.S. Global Leadership Coalition](#).

To nominate a candidate, please contact Dick Walker, dickwalker@aspenleadershipgroup.com or Tom Herbert, tomherbert@aspenleadershipgroup.com.

All inquiries will be held in confidence.