



200 Marcy Street, Suite 102 | Portsmouth, NH 03801 | (800) 803-7010 | www.jamesfoleyfoundation.org

Job Title: Director of Development

Location: Washington, DC (*strongly preferred*) or Portsmouth, NH with substantial hybrid work and periodic travel from either location

Organization: James W. Foley Legacy Foundation (“Foley Foundation” or “JWFLF”)

About Us: Established to further the legacy of conflict journalist James Foley who was kidnapped, held captive for nearly two years, tortured, and brutally murdered by ISIS in 2014, the Foley Foundation’s mission is to advocate for American hostages and wrongful detainees held abroad and promote journalist safety.

The Foundation fulfills its two-part mission through three programs:

- Hostage Advocacy: JWFLF is the leading advocate for Americans held hostage or wrongfully detained abroad. The Foundation successfully drove a wholesale transformation of the U.S. Government’s response to the hostage-taking of Americans overseas. The foundation compassionately and confidentially supports families throughout the ordeal of hostage-taking.
- Independent Research: The Foundation researches the threat of international hostage-taking publishing reports under the *Bringing Americans Home* series which is regarded as an authoritative source of data and nonpartisan policy recommendations that drive solutions and public discourse.
- Journalist Safety Education: To mitigate risks confronting journalists, JWFLF plays a leading role in developing and promoting journalist safety education. We seek to address the needs of American journalists such as freelancers, and aspiring journalists who have limited access to safety education resources.

Position Summary: Our team has driven historic change in the last 10 years, earning a highly respected reputation in our mission space. We seek a team member to help us achieve bold fundraising goals and drive transformational impact in our next decade.

The role requires a problem solver who can drive a comprehensive fundraising strategy, “roll up their sleeves” on execution, and is motivated by the challenge of building an effective and sustainable fundraising operation. The successful candidate will have a proven track record in fundraising and development.

Key Responsibilities

- Develop and implement comprehensive donor cultivation and stewardship plans to meet the fundraising goals of the organization.

- Identify, cultivate, solicit, and secure major gifts from individuals, corporations, and grant-making foundations.
- Manage and grow annual giving appeals, including through direct mail, online giving, and donor recognition.
- Drive forward a recently launched major multiyear fundraising campaign.
- Plan and execute donor-focused events.
- Secure sponsorships for two signature fundraising events conducted annually.
- Build and maintain strong relationships with donors, board members, and volunteers through well-organized, timely, and consistent stewardship.
- Prepare grant proposals and post-award reports to secure and sustain support from grant-making institutions and corporations.
- Oversee donor database management and ensure accurate record-keeping.
- Collaborate with the Executive Director, Founder, and Board of Directors to align fundraising efforts with organizational goals.
- Enable Founder, Board members, and officers to conduct successful donor interactions through thorough research, analysis, cultivation, and preparation.
- Support in-person donor cultivation meetings and donor prospecting at Foundation events or at events in which the Foundation is a sponsor or participant.
- The selectee should be available for travel approximately 25%.
- Perform other duties as assigned.

Qualifications

- Bachelor's degree in a related field (e.g., Nonprofit Management, Business, Communications).
- At least 8 years of experience in fundraising and development, preferably in a nonprofit setting.
- Proven success in securing major gifts and grants and managing donor relationships.
- Proficiency in donor management software (e.g., QGiv, Donor Perfect) and Microsoft Office applications.
- Strong organizational and program management skills.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.

Compensation

- Estimated salary range: \$90,000 - \$125,000 per year, commensurate with responsibilities, market conditions, and experience.
- Benefits package includes health insurance, SIMPLE IRA retirement plan, and paid time off.

How to Apply: Interested candidates should submit a resume and cover letter to resume@jamesfoleyfoundation.org. In the subject line, specify, "Director of Development application." Applications will be evaluated on a rolling basis until the position is filled. Due to limited bandwidth, not every application will receive a response. Thank you for understanding.