

ASPEN • LEADERSHIP • GROUP

SENIOR DIRECTOR OF FOUNDATION RELATIONS

BIPARTISAN POLICY CENTER

Washington, DC

<http://bipartisanpolicy.org>



The Aspen Leadership Group is proud to partner with the Bipartisan Policy Center in the search for a Senior Director of Foundation Relations.

The Senior Director of Foundation Relations serves in a vital leadership role for the Bipartisan Policy Center's (BPC) Development Department, leading BPC's efforts to identify, qualify, cultivate, solicit, and steward funders from the foundation sector of philanthropy. It is anticipated that BPC's annual private and family foundation financial support will grow from \$11 million to \$25 million in the coming five years. The Senior Director will serve as part of the Development leadership team and will play an important role in strategic and tactical planning; prospect management; proposal development and writing; and the overall integration of Development activities, programs, and services. The successful candidate will be fluent in the written and oral presentation of BPC's mission, programs, initiatives, and impact.

Founded in 2007 by former Senate Majority Leaders Howard Baker, Tom Daschle, Bob Dole, and George Mitchell, the Bipartisan Policy Center is a non-profit organization that drives principled solutions through rigorous analysis, reasoned negotiation, and respectful dialogue. BPC combines politically-balanced policymaking with strong, proactive advocacy, and outreach.

As the only DC-based think tank that actively promotes bipartisanship, BPC works to address the key challenges facing the nation. BPC's policy solutions are the product of informed deliberations by former elected and appointed officials, business and labor leaders, academics, and advocates who represent both ends of the political spectrum. BPC is currently focused on health, energy, national and homeland security, the economy, housing, immigration, and governance.

BPC is committed to seeing policy solutions enacted by lawmakers. Through the Bipartisan Policy Center Advocacy Network (BPCAN), the Center's (c)(4) affiliate, BPC engages in advocacy and strategic outreach and education to bolster the legislative center and support efforts that bring Republicans and Democrats together on the difficult issues facing the country. While a healthy, civil debate among those with differing viewpoints is an essential component of the nation's democracy, the current partisan tone in government is impeding progress. Through the Democracy Project and events like political summits and timely policy discussions, BPC is fostering an ongoing conversation about how to overcome political divides and help make government work better.

REPORTING RELATIONSHIPS

The Senior Director of Foundation Relations reports to the Senior Vice President for External Relations.

PRIMARY RESPONSIBILITIES

This position requires an outcomes-focused, goal-oriented, motivated self-starter who successfully manages their portfolio of responsibilities and works as an effective member of the fundraising team. The Senior Director of Foundation Relations must have the ability to succeed within a complex and competitive environment, negotiating multiple institutional needs and opportunities for collaboration. The Senior Director must be a strong writer and editor, capable of creating a compelling case for the overall mission and specific program areas of the Center.

Furthermore, the Senior Director of Foundation Relations will

- in conjunction with BPC senior management, develop and execute a multi-year, integrated foundation fundraising strategy that meets the organization's resource development needs;
- build and maintain existing and new foundation relationships with program officers, executives, and other individuals who can help BPC achieve success in grant proposal submissions;
- help build and analyze BPC program budgets, determine approaches for project-specific or restricted funding support;
- serve as a foundations gifts officer and as coordinator of BPC partners, such as the CEO, Senior Vice President for External Relations, and program directors;
- manage foundation staff, and serve as coach, mentor and strategist for the Development team and others;
- supervise and support a growing team by providing project oversight and management coordinating staff workload and assignments, formulating performance standards, monitoring progress of work, and identifying goals and objectives on a regular basis;
- identify and cultivate new foundation relationships in support of the mission and goals of BPC;
- find creative ways to introduce current funders to new programs;
- develop cogent, articulate, and compelling grant proposals, concept papers, and other program materials that align development prospects to BPC's needs and priorities and implement integrated fundraising strategies;
- be a highly skilled editor and writer with the ability to create compelling cases for support that resonate with funders;
- work closely with the various project teams, communications, and BPC Advocacy Network staff to accurately refine and represent the programmatic elements and priorities of the organization's work in grant proposals;
- cultivate and foster effective relationships with current foundation donors, in particular, by maintaining ongoing contacts and effective working relationships with foundation program officers;
- provide analysis and reports to track foundation giving progress toward fundraising goals;

- plan and execute stakeholder meetings to promote long-term foundation support and engagement; and
- prepare foundations contribution status reports for board and organization's leadership.

KEY COLLEAGUES



Jason Grumet
Founder and President

Jason Grumet, founder and president of the Bipartisan Policy Center (BPC), is respected on both sides of the aisle for his innovative approach to improving government effectiveness. Under Grumet's leadership, BPC is developing and advocating bipartisan solutions on immigration reform, health care, housing and economic policy, energy security and national security.

In 2001, Grumet founded and directed the National Commission on Energy Policy, which produced a comprehensive set of policy recommendations many of which were adopted into law in 2005 and 2007. These policies included specific legislative approaches to promote domestic energy production as well as the first updates of U.S. automotive fuel economy standards in 30 years. Previously, Grumet led the Northeast States for Coordinated Air Use Management, a nonprofit association of air quality agencies in the Northeast. During his eight-year tenure, Grumet expanded the organization's technical and advocacy capabilities increasing its presence in the national policy debate.

Grumet regularly authors op-eds and appears in national media outlets. He frequently speaks at national forums, has testified numerous times before Congress and is regularly sought out by policymakers and business leaders. Grumet's first book, *City of Rivals: Restoring the Glorious Mess of American Democracy*, was released in September 2014.

Grumet received a Bachelor of Arts degree from Brown University and his Juris Doctorate from Harvard University. He lives with his wife and three children in Bethesda, Maryland.



Jon K. Gossett
Senior Vice President for External Relations

Jon K. Gossett, senior vice president for external relations at the Bipartisan Policy Center (BPC), comes to BPC with more than 20 years of fundraising experience and is recognized for repeatedly leading development organizations in setting records in amounts raised and enabling non-profits to significantly increase their scope of services provided. In 2007, he received the Advanced Certified Fundraising Executive certification, the 77th professional internationally to qualify for designation.

Gossett's most recent position was the chief development officer for the San Francisco Opera, where he was responsible for their \$42 million annual fund, project and capital fundraising

campaigns, including individual gifts, corporate sponsorships, foundation and government grants, and estate giving.

Previously he had served as vice president and chief development officer at St. Luke's Episcopal Health System, home to the Texas Heart Institute, and executive director of St. Luke's Foundation, in the Texas Medical Center. In addition, during his career, Gossett has served as vice president and chief development officer at Planned Parenthood Federation of America in New York, NY; senior vice president for development at the American Public Media Group (St. Paul, MN), home to *Marketplace*, *A Prairie Home Companion*, *Speaking of Faith*, Minnesota Public Radio and Southern California Public Radio; executive director of development at Houston Grand Opera Association and executive vice president, Houston Grand Opera Endowment (Houston, TX); and director of development at the Guthrie Theater Foundation (Minneapolis, MN).

Gossett holds an BMA in music performance from the University of Michigan and an MA in philanthropy and development from St. Mary's University of Minnesota. He has served as an adjunct professor at St. Mary's University of Minnesota and as a presenter for Walden University. He has served on the boards of the Association of Fundraising Professionals, Golden Gate and Houston Chapters; the Minnesota Humanities Committee; Greater Twin Cities Youth Symphonies; and St. Luke's Episcopal Health Charities.

CANDIDATE QUALIFICATIONS AND QUALITIES

The ideal candidate for the position of Senior Director of Foundation Relations will have

- a commitment to the BPC's mission and the ability to translate that commitment into compelling donor communications;
- knowledge of cultivation, solicitation, and stewardship strategies in the area of foundation fundraising;
- an ability to research and grasp complex policy and programmatic priorities;
- proficiency with Microsoft Office Applications and skill with other fundraising database software applications;
- excellent organizational skills with an ability to initiate, prioritize, and follow through on plans;
- excellent written and verbal communications skills;
- proven leadership abilities with experience supervising and retaining staff;
- an ability to work as a team player; and
- an ability to work under pressure and meet tight deadlines in a fast-paced environment.

A bachelor's degree, along with 8 years of fundraising/development experience in a nonprofit, association or similar organization is required for this position. An advanced degree and CFRE or ACFRE accreditation are preferred.

BENEFITS

This position offers an excellent and highly competitive benefits and compensation package.

LOCATION

The Bipartisan Policy Center is located in Washington, DC.

APPLICATION DEADLINE

Before sending your résumé for this position, please read it over for accuracy. Review of applications will begin immediately and continue until the successful candidate has been selected.

To nominate a candidate, contact Anne Johnson: annejohnson@aspingleadershipgroup.com.

All inquiries will be held in confidence.