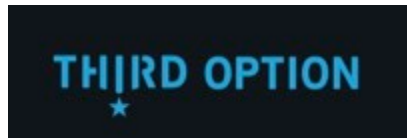


ASPEN • LEADERSHIP • GROUP

MANAGING DIRECTOR AND CHIEF OPERATING OFFICER THIRD OPTION FOUNDATION

McLean, Virginia

<http://thirdoption.org>



The Aspen Leadership Group is proud to partner with Third Option Foundation in the search for a Managing Director and Chief Operating Officer.

The Managing Director and Chief Operating Officer will serve as Third Option's chief administrative officer and will work closely with board members; maintain contact with Third Option's supported families; provide event planning and outreach to the wider community including family day events, resiliency conferences, Memorial Day events, and small-scale fundraisers; and build and manage Third Option's support programs. The successful candidate will provide a single point-of-contact for all fiscal issues and oversee data management as well as Third Option's website and the Foundation's marketing materials.

Third Option Foundation exists to provide immediate post-casualty care and resiliency support to the individuals of the Central Intelligence Agency's special operations community and their families. Due to the sensitivity of the operations that members of the community carry out, their families are not eligible to seek out support from the multitude of existing charities, relief organizations, and government programs that help families of the fallen and the wounded warriors from this special community.

Third Option Foundation provides assistance to children, spouses, and parents of fallen and injured warriors including immediate financial and logistical support during the repatriation of a fallen officer's remains; annual camps and support for surviving children; academic support and college preparation for children; and home maintenance and home support in extremis.

Third Option Foundation offers resiliency, wellness, and family services to confront the physical and emotional toll of a loved one's sustained deployments as well as illness and injury support for officers and their families; post-deployment resiliency retreats; support for those departing active service; respite childcare for parents whose spouse is deployed abroad; holiday assistance for those whose spouses are deployed; physical health and wellness support; and marriage counseling and family counseling services. Third Option also provides legacy activities to honor the memory of fallen warriors and the heritage of their unit; annual conferences or reunions; and establishment of memorials.

REPORTING RELATIONSHIPS

The Managing Director and Chief Operating Officer reports to Ian Allen, President of the Board of Directors and Chief Executive Officer.

PRIMARY RESPONSIBILITIES

The Managing Director and Chief Operating Officer will

- work in close partnership with the board president and other board members, optimizing the effectiveness of their contributions of time, talent, and financial resources;
- partner with the board in strategic planning;
- make substantial contributions to Third Option's sustained and sustainable operations, including expansion of operations where appropriate;
- maintain contact with Third Option's supported families;
- conduct bimonthly meetings/calls to ensure that supported families' needs and concerns are tracked;
- manage event planning and outreach to the wider community by organizing family day events, resiliency conferences, Memorial Day events, and small scale fundraisers;
- build and manage Third Option's support programs;
- respond to calls and emails from donors and families;
- work with Third Option treasurer and fund manager to track donations and donor expectations;
- build spreadsheets, track donations, expenses, and grants;
- work closely with the Foundation's treasurer, auditor, and fund manager to provide a single point-of-contact for all fiscal issues and be prepared to present and brief these as required;
- protect and manage sensitive data; and
- manage Third Option's website and foundation materials.

KEY COLLEAGUES

Ian Allen

President, Board of Directors and Chief Executive Officer

Ian Allen is a former Marine and Central Intelligence Agency Clandestine Service Officer with broad international experience in defense and intelligence. From 2006-2012 he served as a Paramilitary Operations Officer at the Central Intelligence Agency where he developed and implemented covert action, counterterrorism, and counter narcotics programs in the Middle East, East Africa, South Asia, and Latin America. Mr. Allen collaborated extensively with the U.S. Military, U.S. Government, and U.S. Intelligence Community to enhance intelligence and security cooperation and often served as sole USG representative during meetings with foreign officials. Mr. Allen served as an infantry officer in the United States Marine Corps from 1998-2006 where he was responsible for training and leading numerous units in support of military exercises and

operations. He has earned the Intelligence Star, the Meritorious Service Medal, and the CIA Commendation Medal.

Philip F. Reilly

Member, Board of Directors

Philip Reilly is a senior Intelligence Service Officer with 29 years of experience in the Central Intelligence Agency's National Clandestine Service (CIA/NCS). Mr. Reilly has served on numerous assignments domestically and abroad to war zones and areas of conflict. He has extensive knowledge of foreign environments, inter-operability across the U.S. Intelligence Community, and all aspects of the U.S. Military Special Operations Community. Mr. Reilly served in a number of capacities at the CIA including Chief of Station, European Region; Chief, Special Activities Division; Chief of Station, Afghanistan; Chief of Operations, Counterterrorism Center; Deputy Associate Director, NCS, Community Human Intelligence; Deputy Chief of Station, Iraq; Chief of Station, Asian Region; and Deputy Team Leader, Initial CIA Team in Afghanistan post 9/11. He has earned the Donovan Award, Intelligence Star, George H. Bush Award for Excellence in Counterterrorism, Director of National Intelligence Personal Medallion, and the Distinguished Career Intelligence Medal.

CANDIDATE QUALIFICATIONS AND QUALITIES

The ideal candidate for the position of Managing Director and Chief Operating Officer will have

- an understanding of, and respect for, the mission of Third Option Foundation and the community it serves;
- the ability to communicate effectively and authentically with diverse constituencies;
- experience managing support programs;
- event planning and stewardship experience;
- experience in marketing;
- financial acumen and an understanding of nonprofit fiscal management;
- experience building spreadsheets, tracking contributions, grants and expenses;
- experience working with sensitive data and an understanding of data management protocols;
- sound judgment and the ability to work independently; and
- a proven track record as an entrepreneurial leader.

A bachelor's degree is required for this position, as is five or more years of management experience. Experience in organizations with related missions is preferred.

SALARY & BENEFITS

Third Option Foundation offers an excellent and competitive benefits and compensation package.

LOCATION

Third Option Foundation is located in McLean, Virginia ten miles south of Washington, DC. The Managing Director and Chief Operating Officer will have the ability to work remotely with regular meetings in McLean.

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, please contact Joe Medina: joemedina@aspenleadershipgroup.com.

All inquiries will be held in confidence.