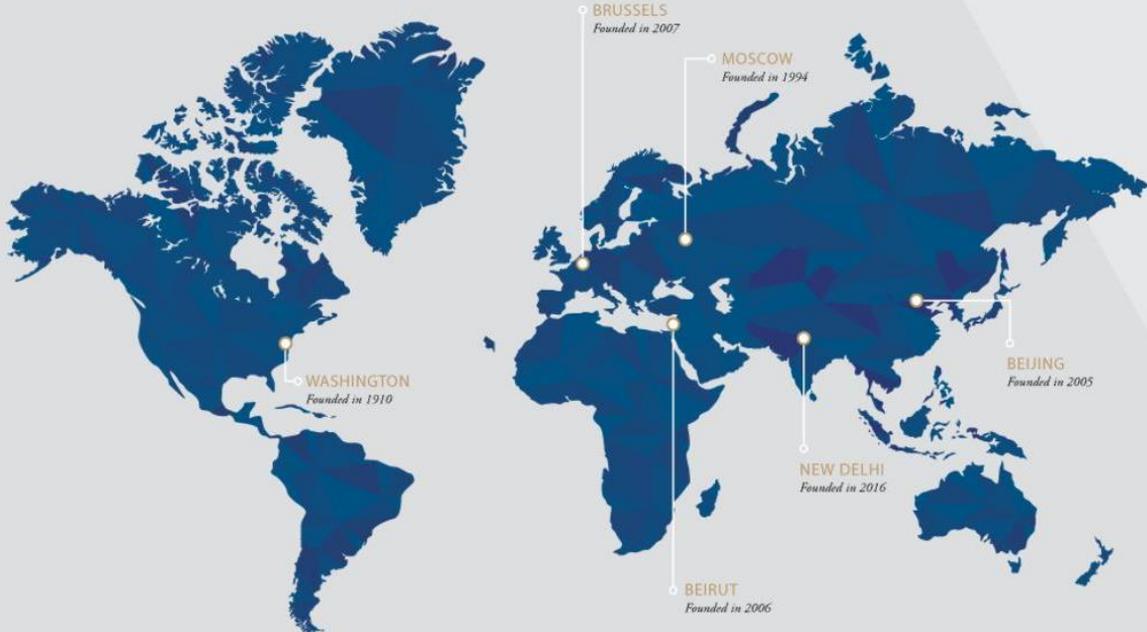




# CARNEGIE ENDOWMENT FOR INTERNATIONAL PEACE

## Chief Development Officer Washington, DC



*The Global Think Tank*



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# The Mission

Although the world has made extraordinary progress toward peace and prosperity over the past century, we live today in a moment of unprecedented disorder and dislocation, uncertainty and unease. The work of the Carnegie Endowment for International Peace is more important than ever. Carnegie’s 100 scholars in 20 countries around the world remain committed to the organization’s founding mission of advancing the cause of peace among nations. Together, they are mapping a changing global order and presenting some of the world’s best ideas on how to navigate away from conflict and toward cooperation and understanding. Carnegie’s efforts saw great milestones over the last year, opening its sixth global center, securing more foundation and endowment funding secured than in any other year of the organization’s 117-year history, and endowing the James C. Gaither Junior Fellows Program, a flagship effort to promote the next generation of scholars and practitioners in international affairs.

## The Globalization of Carnegie for a Globalizing World

In the contemporary world, no single country is able to dictate the terms of a peaceful international order. Having a global perspective is an essential prerequisite for making sound policy and achieving maximum impact. Carnegie is especially well positioned to identify and bridge different views and approaches.

Over the last two decades, Carnegie has met the challenges of globalization head-on by turning itself into the world’s first global think tank. It opened its first global center in Moscow in 1993; additional centers were subsequently added in Beijing (2005), Beirut (2006), Brussels (2007), and New Delhi (2016).

Drawn from their local region, writing in the local languages, and collaborating closely with colleagues across the world, Carnegie scholars offer a deeper understanding of the circumstances shaping policy choices worldwide as well as a flow of new approaches to policy problems.

### University of Pennsylvania 2015 Global Think Tank Rankings

*Carnegie Endowment for International Peace*  
 #2 think tank for innovative policy ideas and proposals  
 #2 think tank in the United States  
 #3 think tank in the world

*Carnegie Middle East Center*  
 #1 think tank in the Middle East and North Africa

*Carnegie Moscow Center*  
 #2 think tank in Central and Eastern Europe

*Carnegie—Tsinghua Center for Global Policy*  
 #3 think tank in China



# The Development Program

Carnegie's global reinvention has been matched by a desire to build a world-class development program to support high-caliber research and policy engagement. Carnegie has a significant endowment of \$300M. That endowment, combined with unrestricted giving, continue to generate almost half of Carnegie's annual \$35M budget, with program funding generating another 47%. Carnegie is fortunate to count on the generosity of global citizens, foundations, and corporate leaders who share the institution's commitment to building a more peaceful world. In 2016, Carnegie reached new highs in program funding, trustee giving, and new endowment gifts. There is significant internal support at Carnegie for investing in development and building on this growth.

## Leadership Support for Development

Carnegie has begun to build the foundation for this program under the leadership of President William J. Burns. A diplomat holding the highest rank in the Foreign Service, Ambassador Burns is only the second career diplomat also to serve as Deputy Secretary of State. He is the recipient of three Presidential Distinguished Service Awards and multiple Department of State awards and was named "Diplomat of the Year" in 2013 by *Foreign Policy* magazine. Since joining Carnegie in 2015, Burns has worked with a high-profile Board of Trustees and renowned scholars to build support for a comprehensive fundraising program befitting an organization with Carnegie's global influence. Approximately one-third of Carnegie's Board members have joined the organization over the last 2 years and are committed to working with the Chief Development Officer to actively support the organization's fundraising efforts.



Carnegie Program Areas include: Asia • Democracy and Rule of Law • Energy and Climate • Europe • Geoeconomics and Strategy • Middle East • Nuclear Policy • Russia and Eurasia • South Asia • Technology and International Affairs

## The Development Team

While Board and staff members are prepared to support the development program, Carnegie's development team has also grown over the past several years. Systems and processes have been implemented to identify new prospects and to manage a planned expansion of the donor base. In addition to the Deputy Chief Development Officer, the development team includes a Director, Grants Manager, Researcher, two Development Associates, and a Development Assistant.

# The Opportunity

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The Carnegie Endowment for International Peace is seeking a Chief Development Officer to lead the design and execution of a world-class fundraising program that matches Carnegie's reputation for rigorous and independent research. The CDO will leverage Carnegie's significant support for development, including a strong Board that leads by example, in order to build a world-class development program that grows the endowment, expands and diversifies the donor base, and develops and executes strategies to increase named gifts. The CDO is responsible for engaging all of Carnegie's leaders, staff, and supporters in these efforts. S/he will be a key member of Carnegie's senior executive team; an effective partner to the President, Board of Trustees, and researchers; a role model and coach for a team of development professionals and support staff; and a lead ambassador to high-level partners and donors. Specific responsibilities include:

## Strategy and Direction

- ❖ Serve as a member of Carnegie's executive team, ensuring alignment of development initiatives with Carnegie's vision, mission, and strategic plan.
- ❖ Design and oversee the implementation of short- and long-term fundraising plans and programs with the goals of growing the endowment, expanding and diversifying the donor base (including foundations), and increasing named gifts.
- ❖ Direct and monitor all efforts to meet annual and capital campaign goals for Carnegie's operations, programs, and endowment.
- ❖ Develop processes and relationships to ensure that fundraising strategies are beneficial to Carnegie's network of global centers, achieving both headquarters and local goals.
- ❖ Take a lead role in organization-wide and department planning and execution for a capital campaign to exceed \$100M, including case statements, gift tables, giving vehicles, and staffing structure.

## Fundraising

- ❖ Lead the design and implementation of strategies to diversify prospects among new donor segments, with the goal of expanding leadership giving from all constituencies.
- ❖ Analyze donor motivations and oversee the development of a wide range of gift mechanisms that encourage and facilitate giving at the 6-, 7- and 8-figure level.
- ❖ Ensure that fundraising plans and programs foster a healthy balance among endowment, unrestricted, and restricted giving.
- ❖ Personally manage a portfolio of high-level donors and prospects, acting as a compelling ambassador for the Carnegie brand in all interactions with external supporters, partners, and donors.
- ❖ Work with the Deputy Chief Development Officer to oversee the implementation of broad best practices as well as prospect-specific strategies for all stages of donor pipeline management, including identification, cultivation, solicitation, and stewardship, with the objective of broadening the prospect pool, increasing the number of active Carnegie donors, and growing annual revenue and the endowment.

# The Opportunity (con't.)

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## Board and Staff Engagement

- ❖ Develop and execute a plan that effectively engages Carnegie's Board of Trustees and research staff in the fundraising process, ensuring the adoption of best practices and the assessment and appropriate application of individual skills and strengths.
- ❖ Build trusting relationships with Carnegie's researchers, becoming knowledgeable about issue areas and funding priorities and seeking opportunities to develop integrated funding proposals that support multiple lines of research.
- ❖ Provide sophisticated training and guidance to support senior leaders and staff members in fundraising, ensuring they are confident and comfortable in interactions with donors and are fully prepared for prospect and donor visits.
- ❖ Lead an organization-wide effort to identify and cultivate potential supporters in the U.S. and abroad, with the aim of amplifying Carnegie's visibility and reputation among prospective volunteers, Board members, and donors.
- ❖ Take responsibility for ensuring a wide variety of techniques are efficiently employed in donor identification, cultivation, solicitation and stewardship, including relationship mapping, personal visits, events, and regular communications.

## Team Leadership

- ❖ Provide direction and oversight for a 7-person development team.
- ❖ Continue to build and retain a world-class fundraising team, with the joint goals of exceeding performance targets and elevating team members' skills.
- ❖ Develop pathways to foster effective fundraising collaborations among a geographically distributed and culturally diverse team.
- ❖ Model an enthusiastic and proactively collaborative work ethic that prioritizes team accomplishments and pitches in wherever help is needed.
- ❖ Perform ongoing evaluations of team performance, providing opportunities for professional development and growth.
- ❖ Ensure best-in-class development operations and stewardship to ensure cost-effectiveness of all fundraising activities.
- ❖ Generate, monitor, and manage the annual development budget.

# The Candidate

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The ideal Chief Development Officer will be a sophisticated senior leader, strategist, and relationship builder who can serve as a trusted and respected peer to a roster of highly accomplished experts in international affairs. The CDO will have extensive experience engaging development and programmatic staff in long-term efforts to build major donor pipelines for annual and campaign goals. The CDO will be able to use these skills to work side-by-side with people from a wide variety of cultural backgrounds and at all levels. S/he will be committed to the Carnegie Endowment's mission and to contributing to it. Specific qualifications include:

## Background

- ❖ 15 years of progressively responsible experience in a complex non-profit organization, including at least some experience in a think tank or other policy-oriented non-profits.
- ❖ Bachelor's degree is required; advanced degree is preferred.

## Accomplishments and Skills

- ❖ Demonstrated ability to design and implement a comprehensive set of development strategies that lead to diversified funding and sustainable growth in organizations without an organic donor base.
- ❖ Experience developing and implementing world-class major gift fundraising operations, including major donor pipelines and cultivation and stewardship programs, that have had a clear impact on revenue.
- ❖ Experience planning for, leading, or participating in a large fundraising campaign.
- ❖ Track record of personally securing 6-, 7-, and 8-figure gifts from a national and/or international pool of individuals and institutions, including gifts to support research and/or policy initiatives.
- ❖ History of successfully engaging Board members and senior leaders in fundraising activities and fostering an organization-wide culture of philanthropy.
- ❖ Demonstrated ability to effectively recruit, motivate, and manage a team of development professionals.
- ❖ Keen understanding of the evolving nature and dimensions of philanthropy, including motivations for giving and for volunteering.

## Personal Characteristics and Work Style

- ❖ Ability to comfortably navigate and act diplomatically within a structurally complex institution.
- ❖ Gravitas and authority necessary to serve as an effective ambassador for a high-profile organization conducting advanced social science and humanist research.
- ❖ Polished communication skills, including listening, writing, and public speaking skills, with the ability to craft and articulate a nuanced, sophisticated case for support to diverse global audiences.
- ❖ Ability to easily build trust with people of many backgrounds.
- ❖ Intellectual curiosity, ideally with an interest and/or background in international affairs.

# To Apply



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INTERNATIONAL PEACE

Chief Development Officer  
Washington, DC

Questions, resumes, and CVs should be sent to  
[search@driconsulting.com](mailto:search@driconsulting.com)

All first round interviews for this position will take place at Development Resources, *inc.* at 1820 N. Fort Myer Drive, Suite 702, Arlington, VA 22209, (703) 294-6684, or via telephone/video conference.

DRi is an executive search and development consulting firm that places senior executives and works with them to build talented staffs, develop bold strategic plans, and design powerful fundraising programs.

The Carnegie Endowment for International Peace is an Equal Opportunity Employer and is seeking a diverse slate of qualified candidates for formal consideration.



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