



Director of Development

INTRODUCTION & MISSION

The Committee of 100 is an international, non-profit, non-partisan membership organization that brings a Chinese American perspective to issues concerning Asian Americans as well as US - China relations. Our organization draws upon the collective experience, knowledge and resources of our members – Chinese Americans who have achieved prominence in a variety of fields.

The Committee of 100 is committed to a dual mission:

- To encourage constructive relations between the peoples of the United States and Greater China; and
- To promote the full participation of Chinese Americans in all fields of American life.

SEARCH SUMMARY

The Committee of 100 seeks a seasoned and highly-motivated Director of Development to lead a sustainable fund-raising organization that will cover annual operating expenses and seed a significant endowment.



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THE ORGANIZATION AND ITS INITIATIVES

The Committee of 100 was founded in early 1990 to provide a collective voice for Chinese American leaders to speak to both U.S. and international issues. With more than 20 years of impact, the Committee is respected as a strategic adviser to government leaders in both the U.S. and China and has received public and media recognition for its involvement in issues affecting the advancement of Asian Americans and the progress of US - China relations.

Each year, the Committee of 100 conducts an annual conference and gala as well as a host of other special events to convene leaders committed to understanding and enhancing relations between the U.S. and China and to advance opportunities for Chinese Americans.

The Committee of 100 operates a number of initiatives designed to:

1. Conduct relevant research on Chinese Americans and U.S. - China relations
2. Expose influential Americans to China through travel;
3. Mentor young Asian American professionals and post-graduate students in China;
4. Address the under-representation of board members of Asian descent in Fortune 500 companies;
5. Increase American students and teachers' understanding of Chinese language, culture and history;
6. Examine the representation of Asian Pacific Americans in higher education at all levels; and
7. Introduce the public to Chinese art and culture.

The central office of the Committee of 100 is located at 677 Fifth Avenue in New York City.

BASIC RESPONSIBILITIES

The Development Director will report directly to the Committee of 100 Executive Director.

- The Development Director will work closely with the Executive Director and with the Committee of 100 Chairman, CFO and Development Committee Chairman in setting annual and medium-term capital and funding strategies, as well as helping to lead a capital campaign over the next two to three years with a goal in excess of \$5 million.
- The Development Director will also assist the Executive Director and the Development Committee Chairman in setting the Development Committee meeting agenda as well as the Development Committee's annual and medium-term goals.



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The Development Director will lead annual Committee of 100 fund raising campaigns demonstrating consistent annual growth each year.

- The Development Director will identify, solicit, and cultivate new medium- and long-term funding sources, including corporate, foundation, government and individual.
- The Development Director will maintain and build strong individual, but more importantly, Committee of 100 institutional, relationships with key donors or donor decision-makers.
- The Development Director is expected to construct within a year a functionally deep Committee of 100 data base of past, present and potential donors. The data base should allow on-going analysis and understanding of donor objectives as well as the tracking of comparable or competitive market donations.
- The Development Director will oversee the organization's compliance under existing grants and donations by upholding the highest standards of integrity and compliance to external and Committee of 100 standards.

IDEAL EXPERIENCE & CHARACTERISTICS

The Development Director must have the ability to identify, cultivate, prepare and submit funding proposals in order to close the deal and secure funding.

- The Development Director must have an outstanding ability to articulate desired strategy, goals and outcomes, both verbally and in writing. She/he must have a track record, ensuring credibility, and an interpersonal style that inspires confidence and trust among potential donors, donor advisors and decision-makers, Committee of 100 members and administrative staff.
- The Development Director must have keen conceptual and policy-making skills so that she/he will be able to lead discussions on fund-raising policy, including suitability of funding sources and appropriateness of new Committee of 100 programs to address donor recognition needs.

The Development Director must be a strong people manager, able to lead, manage, motivate, train, develop, grow and retain a self-funded Development team of qualified, high performance professionals who embrace values, principles and working styles consistent with the Committee of 100 mission and legacy.

- The Development Director must also be able to work horizontally across the Committee of 100 organization, including with key Committee of 100 Committee chairmen and leaders.



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- The Development Director will report individual and team progress and accountability through performance metrics that identify accomplishments against agreed annual and long-term goals on a timely basis.

The Development Director should have a bachelor's degree and a minimum of ten years of experience of fundraising experience, with the ability to show progressive achievements in personal solicitation, effective board training, and the ability to create a high performing and sustainable development program. Strong proficiency with spreadsheet and presentation software programs is essential. Experience with an international non-profit organization, or with an academic/research/advocacy institution, will be advantageous.

Please send nominations or applications, including all contact information to:

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