



Middle
East
Institute

Assistant/Associate Director of Individual Giving
Washington, D.C.

Middle East Institute seeks applications and nominations for a results-driven and entrepreneurial professional to fill the role of Assistant or Associate Director of Individual Giving. Culturally aware, intellectually curious, and possessing a knack for building meaningful connections, the incoming Asst/Assoc Director will implement, and lead strategies designed to strengthen and expand the Middle East Institute's (MEI) philanthropic capacity. This position will play a vital role in cultivating and deepening relationships with high-net-worth individuals and family foundations who are passionate about providing financial support for MEI's mission of enhancing understanding between the people of the Middle East and the United States.

MEI is leading the way for a new kind of think tank: one that thrives at the intersection of policy, education, and culture. As the oldest Washington-based non-profit dedicated solely to the study of the Middle East, MEI is distinctly non-partisan, reflecting a dedication to increasing the knowledge of a complex region among citizens of the United States and to promoting understanding of the region through a wider lens.

In the interest of peace, human security, prosperity, and improved governance, MEI aims to contribute to the crafting of better policy to the benefit of the people of the Middle East and the United States. MEI is an inclusive convenor that provides multiple points of engagement including expert policy analysis, educational and professional development programs, and a hub for engaging with the region's arts and culture.

The Institute's Policy Center features 18 research programs in which scholars and regional experts produce original research and convene regional and international leaders through roundtables and public events to find solutions to the region's most challenging issues. In recent years, MEI has expanded its platform to include virtual events that feature more regional voices and attract larger, more international audiences than in the past. MEI's Arts & Culture Center facilitates cross-cultural understanding by showcasing exciting contemporary and modern art, photography, video, and performances by Middle Eastern artists through exhibitions, festivals, and podcasts hosting them in conversation and connecting them with American counterparts.

MEI has also been expanding its reach with students, academics, and corporate professionals through a variety of educational opportunities, regional studies seminars, youth professional development internships, and a respected peer-reviewed academic journal. MEI's Oman Library houses a rich collection of over 20,000 books and online resources focused on the Middle East. Readers will find materials in English as well as regional languages such as Arabic, Hebrew, Turkish and Persian with topics spanning culture, history, languages, literature, and politics.

MEI's intellectual independence and the integrity of its research and recommendations are central to its mission and enables MEI to be inside of a vibrant ecosystem of interested parties across policy, business, government, education, and arts & culture. In 2022, MEI welcomed Chief Development Officer Courtney Lobel, who oversees the Institute's multi-pronged fundraising strategy and engagement programs including individual, corporate, and foundation giving. Courtney brings 15 years of experience in senior roles at international policy organizations and



the humanitarian sector and has been instrumental in elevating fundraising capacity and achievements at Relief International, the Council on Foreign Relations, International Crisis Group, and American Jewish World Service. Reporting directly to the Chief Development Officer, the Asst/Assoc Director of Individual Giving will join a growing team that is making exponential strides in enhancing MEI's development efforts, including a growing member-based program of U.S. and international leaders from corporations and foundations, a burgeoning annual giving program, and an individual giving portfolio that is ripe for supporting MEI's growing body of programs. Working in a hyper-dynamic, entrepreneurial, and intellectually stimulating work environment, the Asst/Assoc Director will work closely with Courtney Lobel, as a leader and mentor, in co-designing and executing on individual giving strategies at five- and six-figure and above range including the cultivation of endowed and named gifts.

The successful candidate must be collaborative and have the ability to combine the creativity, energy, and political savvy needed to gain trust and build lasting and engaged relationships. A highly relational professional and an active listener with impeccable follow-through and the interest and competence to interact with a diverse constituency of accomplished individuals from a multitude of professional backgrounds, academic fields, and countries across a diverse range of topics is essential in this role. Experience managing advisory or membership groups will be considered additive.

Role & Responsibilities

As a key leader in this growing and ambitious organization, the Asst/Assoc Director of Individual Giving will propel impact and strategy through strategic fundraising that enables many types of funders and donors to value and join in advancing MEI's programs. Reporting to the Chief Development Officer, the successful candidate will develop and nurture strong relationships with donors to ensure a deep understanding of MEI's programs and the complexity and beauty of the middle east.

- High-Net-Worth Engagement: Identify, approach, cultivate, and engage high-net-worth individuals whose interests align with MEI's mission and values. The portfolio of donors managed by this role will be a mix of current and lapsed donors, as well as individuals who have no previous relationship with MEI.
- Relationship Building: Develop and nurture strong relationships with existing and potential donors, ensuring a deep understanding of their philanthropic goals and interests.
- Communication: Effectively communicate the impact and value of MEI's initiatives to high-net-worth individuals, demonstrating the meaningful contributions they can make.
- Customized Proposals: Collaborate with programmatic and leadership teams to create personalized and compelling proposals tailored to the interests and preferences of individual donors that secure their major gifts (\$30,000 and above level).
- Events: Inform and coordinate with donors about upcoming events, delegations to the region, and their sponsorship opportunities.
- Stewardship: Implement stewardship programs to recognize and appreciate donors, keeping them informed about the outcomes of their contributions.
- Fundraising Campaigns: Contribute to the development and execution of strategic fundraising campaigns targeting high-net-worth individuals, with a focus on achieving the department's overall revenue goals.
- Data Management: Collaborate with administrative members of the team to help them maintain accurate and up-to-date records of donor interactions, pull reports to guide development strategy, and ensuring the effective use of donor management systems (Salesforce).
- Perform other duties as assigned or required.



Qualifications and Experiences of the Ideal Assistant or Associate Director of Individual Giving

The successful candidate will bring to MEI's entrepreneurial and dynamic team the following ways of working:

- Bachelor's degree in Business, Marketing, Communications, or a related field.
- A genuine passion for, and understanding of, the Middle East region and its nuances.
- 3+ years of experience in a professional high-paced internationally-focused organization.
- Strong understanding of high-net-worth philanthropy and the ability to navigate the nuances of cultivating relationships with this demographic.
- Excellent communication and presentation skills.
- Ability to work collaboratively with internal teams and external stakeholders.
- Results-oriented mindset with a track record of meeting or exceeding goals or targets.

Ideal candidates will bring:

- Demonstrated skill in communicating professionally and effectively with different cultural leaders at all levels to respond to needs, determine priorities, and manage expectations.
- Ability to delegate authority combined with willingness to work in a "hands-on" manner and as part of a team.
- A high aptitude of quick to learn, curiousness, and motivation to grow.
- Responsive and proactive communications skills. Able to write clear, effective donor communications and maintain consistent follow-through.
- Deep knowledge of and experience with how philanthropy works and how individual donors, family offices and foundations, and institutional philanthropy can be influenced and stewarded.
- A track record of attracting, engaging, and sustaining funders from across a range of philanthropic types, issue areas, and ideological perspectives.
- Demonstrated ability to navigate complex power dynamics and generate mutuality and respect among funders, grantees, and field partners.
- Strong project and stakeholder management skills across internal and external stakeholders including supporting leaders of organizations in meeting their strategic and developmental goals.
- Solid research and analytical skills, and the ability to cull and synthesize information from large bodies of knowledge and complex concepts, and draft brief summaries, analyses, and recommendations.

Compensation and Benefits

The title of Assistant or Associate will be determined by experience. The salary range for the Asst/Assoc Director of Individual Giving is \$80,000 - \$90,000. MEI offers a competitive benefits package. The potential for travel is high as it aligns with convenings and donor accessibility but also shared through team coverage and negotiable with the Chief Development Officer.

How To Apply

Middle East Institute has partnered with Talent Citizen to assist in this recruitment. Please contact President Tracy Welsh and Senior Associate Eva Kotilinek to share your resume and cover letter via email at MEI-ADIG@talentcitizen.com.

MEI is not affiliated or aligned with any domestic or foreign political party, institution, or government.