**VICE PRESIDENT FOR EXTERNAL RELATIONS**

The Bradley Foundation

Milwaukee, Wisconsin

**The Organization**

The Bradley Foundation is the philanthropic legacy of two entrepreneurial brothers, Lynde and Harry Bradley. Since 1985, the Foundation has made more than $800 million in grant awards to organizations that pursue its mission of preserving and defending the tradition of free representative government and private enterprise. The Bradley Foundation is devoted to strengthening American democratic capitalism and the institutions, principles, and values that sustain and nurture it. Its programs support limited, competent government; a dynamic marketplace for economic, intellectual, and cultural activity; and a vigorous defense, at home and abroad, of American ideas and institutions. In addition, the Foundation supports scholarly studies and academic achievement. One of the largest private foundations in the United States, the Bradley Foundation annually provides over $40 million in grants.

**The Position**

* Reporting to the President and Chief Executive Officer, the Vice President for External Relations will take a leading role in realizing that part of the Foundation’s vision statement which calls for Bradley to assemble sufficient resources, not only from the Bradley Foundation, but also from other foundations and individuals, to ensure the long-term success of the foundation’s wide ranging programs. The executive will provide strong and effective leadership, direction, and coordination for the foundation’s fundraising strategies and activities, enabling the organization to support the Foundation’s programs throughout the country. It is expected that the Vice President for External Relations will play a key role in identifying, cultivating, and soliciting major donors that will collaborate with the Bradley Foundation in funding conservative philanthropic interests. The executive will also serve as the President of the Bradley Impact Fund, a donor-advised fund affiliated with Bradley. This will likely involve partnering with an outside firm to develop and implement a sophisticated marketing campaign to expand our reach.

**Responsibilities**

Specific responsibilities will be to:

* Thoroughly understand the Bradley Foundation-its history, mission, culture, program structure, operations, funding history, and potential, as well as be personally committed to the mission.
* Represent the Bradley Foundation to potential donors and serve as a public face, along with the President and Chief Executive Officer, Vice President of Program, and others before constituent groups, including major donors, foundation officers, and trustees.
* Develop and implement a short and long term fundraising strategy in concert with the President and Chief Executive Officer, which is in alignment with the mission of the Foundation.
* Develop close working relationships with the President and Chief Executive Officer, and work in strong partnership with the Board of Directors and other members of the staff.
* Partner closely/collaborate with program staff to develop strategies to increase resources for the foundation’s wide ranging programs.
* Serve as President of the Bradley Impact Fund, a donor-advised fund affiliated with Bradley, which enables other donors to support many of the same programs and organizations funded by Bradley.
* Assume a proactive, creative leadership role in the identification, cultivation, and assembly of resources to attract major gifts and work with the President and members of the board to solicit key donors.
* Develop and monitor the efforts within the organization to analyze potential donor markets, maintain regular communications with active donors, and develop statistical information on fundraising initiatives.
* Initiate and maintain an interface with organizations with similar objectives and missions with regard to development initiatives. Additionally, obtain any necessary input on appropriate development trends and/or techniques from professional associations.
* Utilize state of the art technologies to advance the Foundation’s fundraising capability.

**Qualifications**

The successful candidate will possess the following attributes:

* Clearly demonstrated a commitment to the Foundation’s mission and the conservative principles and donor intent which underlie that mission.
* 10+ years of experience preferred; exceptional maturity and judgment.
* Broad-based fundraising management experience in positions with increasing levels of responsibility in an organization with a multi-million dollar operating budget.
* Proven experience identifying, cultivating, and soliciting major donors to conservative causes and organizations.
* Strong working knowledge of the programs and tools necessary to formulate effective fundraising initiatives across multiple target audiences, ranging from individuals to foundations.
* Proven capability to communicate at all levels of an organization from the staff to the members of the board.
* Ability to bring immediate credibility to the function through his/her personal presence, demeanor, leadership skills, and professional qualifications, and will project the highest levels of integrity.
* Evidenced superior interpersonal communication and presentation skills throughout their career.
* Experience in either a public or private for-profit, or public policy organization, that embraces a strong mission and values-based philosophy.

**Application Process**

Qualified candidates should submit the following application materials in one PDF file:

* Résumé
* Cover letter detailing: a) your relevant experience, b) your sincere interest in this position and the mission of The Bradley Foundation, and c) your salary requirements

Materials should be emailed *in one PDF document* to Claire Kittle Dixon, Executive Director of Talent Market, who is assisting with the search: claire@talentmarket.org.

While we thank all applicants in advance for their interest in this position, we are only able to contact those to whom we can offer an interview. No phone calls please.