

# STERLING | MARTIN

associates

## Executive Search



## Executive Director

### Client Overview

The HALO Trust (USA), based in Washington, DC, is seeking an Executive Director. The HALO Trust (international), based in Dumfries, Scotland, is a global humanitarian organization founded in 1988 in response to the catastrophe caused by landmines. [The HALO Trust \(USA\)](#) is a 501(c)(3) nonprofit organization that is the U.S. arm of the global organization. The organization raises funds and advocates to protect lives and restore livelihoods for those affected by conflict. From small beginnings back in the late 1980s they now employ thousands of men and women from the communities they serve in conflict and post-conflict countries and territories around the world. Globally, HALO employs over 8,500 people in more than 26 countries and territories. The HALO Trust (USA) has an operating budget of \$1.2 M and a revenue budget of \$35 million derived from both federal and private grants. Sterling Martin Associates has been retained to assist with this search.

HALO continues to play a major part in removing landmines, but are also increasing their role dealing with the broader debris of war – small arms, improvised explosive devices and unexploded ordnance. The landmine issue shot to international prominence in 1997 when Princess Diana walked through one of HALO's minefields in Angola. For more on HALO's work, see [www.halotrust.org](http://www.halotrust.org).

### Executive Director

The ED is responsible for leading HALO USA's fundraising and advocacy work within the United States. The ED reports to the President of the HALO Trust, who reports in turn to the Board of The HALO Trust and the Board of HALO USA.

Working closely with colleagues in the UK and globally, the ED leads and coordinates advocacy and fundraising activities that span private foundations, family offices, individuals, Congress, US

government agencies (Department of State, USAID, Department of Defense), UN and international agencies, and diplomatic missions.

The Executive Director develops and leads a staff team of eight including: government affairs, fundraising and administrative staff in Washington, D.C. and a director of development located in San Francisco. In 2017-18, HALO USA managed over 30 grants from the US Department of State and USAID and made over a dozen grants to The HALO Trust from privately raised funds. While government grants presently predominate, HALO's strategic intent is to increase the proportion of funding from private sources.

The Executive Director is also responsible for ensuring HALO USA's compliance with all Federal and state regulations and laws.

## **Essential Duties and Responsibilities**

### **Fundraising**

- Under the President, work closely with the Board of Trustees and Director of Fundraising on defining the overall direction, strategy and goals for fundraising from private foundations, family offices, individuals and corporations;
- Establish annual fundraising goals and budgets targets and defines specific strategies to meet such goals;
- Secure resources through grant writing, annual campaigns, events, and sponsorships;
- Develop and cultivate a formal stewardship plan with donors;
- Identify and secure opportunities for corporate sponsorship;
- Coordinate with UK-based teams and HALO's international programs in support of fundraising objectives.

### **Advocacy and Government Liaison**

- Oversee HALO USA's public advocacy work, including engagement with Congress;
- Maintain and develop relationships with federal grant-making agencies, including Department of State, USAID and Department of Defense;
- Work with UN and other international agencies based in the USA, as well as diplomatic missions of mine-affected countries, in support of HALO's global policy and advocacy objectives;
- Partner with the Canadian government to secure greater Canadian support for HALO's work;
- Build partnerships with related organizations in support of HALO's objectives.

### **Program Management**

- Ensure maintenance of robust systems for oversight of grants in accordance with Federal regulations, awarding agency terms and conditions, and any other applicable laws and regulations;

- Design strategies to increase resources and grant funding for research, policy development and advocacy work by the HALO USA office.

### **Administration**

- Oversee maintenance of appropriate management, financial, administrative and human resources controls and records in accordance with HALO policies and applicable laws and regulations;
- Work with the Treasurer to prepare an annual budget and investment plans;
- Ensure all financial records and documents are maintained and retained in accordance with federal and state regulations;
- Ensure implementation of HALO's information security policies.

### **Support to the Board of Trustees**

- In collaboration with the President, develop and drive advocacy and fundraising strategies, annual budgets and business plans to the Board of Trustees;
- Assist the Chair and President in the preparation of agendas, briefing materials and reports for quarterly board meetings;
- Support the work of board committees as required.

### **Organizational Effectiveness and Human Resources**

- Provide day-to-day leadership and direction of HALO USA personnel in the Washington, D.C. office and one San Francisco-based employee;
- Cultivate a culture that fosters cross-collaboration, empowerment and respect with all internal teams;
- Build positive relationships with key internal partners to influence organizational support, resource allocation and prioritization of US objectives;
- Maintain legally compliant human resources policies and practices, including recruitment, compensation, performance management and disciplinary processes;
- Ensure that all employment records are maintained securely and in compliance with regulations governing such records;
- Lead performance management efforts and identify formal and informal development opportunities for employees as needed.

### **Requisite Qualifications, Characteristics, and Experience**

- Proven experience in a nonprofit, commercial, government or international organization providing overseas humanitarian and development assistance.
- At least three to five years of senior management experience, with a broad mandate that includes fundraising, government grant management and Congressional advocacy.
- Effective networking and relationship-building skills, both in a fundraising and advocacy context;

- Deep understanding of effective fundraising and communications strategies;
- A proven ability to build strong professional relationships and connect diverse audiences to a single mission; confidence and competence in engaging with diverse audiences and perspectives;
- Excellent written and oral communication skills;
- Proven leadership and team-building skills, including working with a geographically dispersed team;
- Excellent organizational and analytical skills, with a strong sense of purpose and self-direction;
- Ability and willingness to travel regularly within the United States, and from time to time to HALO's overseas operations; attending quarterly management meetings in HALO's UK offices; attending the Annual Cross Brief (four days) in UK in December;

## Compensation

A competitive compensation package will be offered to attract an outstanding candidate.

To apply, please send a cover letter and current résumé (Microsoft Word® format preferred) to [HaloUSA@smartinsearch.com](mailto:HaloUSA@smartinsearch.com). A well-written cover letter, outlining how your experience fits the requirements of the position, will be an important factor in considering your candidacy.

*The HALO Trust is an equal opportunity / affirmative action employer committed to inclusion and cultural diversity in the workplace. Employment selection and related decisions are made without regard to sex, race, color, age, disability, religion, national origin, sexual preference, genetic information or any other protected class.*

### For more information, contact:

#### **Sterling Martin Associates**

1025 Connecticut Avenue | Suite 1000  
Washington, DC 20036

#### **David S. Martin | Managing Partner**

[HaloUSA@smartinsearch.com](mailto:HaloUSA@smartinsearch.com)

202-257-1627

#### **Tricia Bork Canavan | Senior Consultant**

[HaloUSA@smartinsearch.com](mailto:HaloUSA@smartinsearch.com)

913-314-0114

#### **Elizabeth Sena | Senior Executive Recruiter**

[HaloUSA@smartinsearch.com](mailto:HaloUSA@smartinsearch.com)

646-752-4679