

Staff Position: Development Director

Reports to: Executive Director

Status and Timing: Full-time, starting in May 2024

Location: Hybrid or remote, based out of the Council's Philadelphia office. Some work outside of regular business hours and occasional travel are expected.

Description of Responsibilities: Clean Air Council seeks an experienced non-profit fundraising professional to lead its development department. The Development Director would be responsible for supervising development staff, maintaining the department's day-to-day coordination, and would work with the Executive Director and department heads to develop and implement the Council's strategic vision for fundraising.

The Development Director's responsibilities include:

- Fundraising strategy
 - Develop and implement comprehensive fundraising strategies that align with the Council's strategic plan, meet annual revenue goals, and support long-term financial sustainability
 - Identify new funding opportunities and innovative approaches to diversify funding sources
 - Coordinate closely with program heads on funding needs and project ideas
 - Maintain working knowledge of all the Council's programs to be able to quickly identify and pursue appropriate funding opportunities
- Grant writing and management
 - Ensure all grant application and reporting deadlines are met
 - Draft applications for new and renewed funding, grant reports and other required submissions in collaboration with other staff
- Relationship building
 - Maintain foundation, contracting agency, and key major donor relationships
 - Cultivate and build new relationships with potential major donors and funders
 - Communicate the Council's successes to current and prospective funders
 - Coordinate with all department heads about the Council's relationships with funders
- Departmental management
 - Supervise the development staff in a collaborative and growth-oriented manner
 - Facilitate professional development of the development staff
 - Oversee and direct the work of the development staff
 - Devise and run team-wide efforts, such as trainings and team meetings
 - Build out useful systems to facilitate the work of the department
- Member cultivation
 - Substantially grow the Council's membership, including major donors

- Plan and execute member fundraising campaigns, including direct mail, online giving, and special events

Qualifications

- Bachelor's degree, preferably in a related field
- Minimum of five years of experience in nonprofit fundraising, with a proven track record of success in grants, individual giving, and major gifts

Core Competencies

- Strong leadership and management skills, with the ability to inspire and motivate staff
- Excellent communication skills, including writing, public speaking, and interpersonal relationship building
- Strategic thinker with the ability to develop and implement effective fundraising plans consistent with the latest fundraising trends and best practices
- Organized and meticulous
- Proficient in Salesforce donor management software
- Passion for the Council's mission and commitment to advancing social change

About Clean Air Council:

Clean Air Council is Philadelphia's oldest and most respected regional environmental advocacy non-profit. Founded in 1967, the Council is dedicated to protecting everyone's right to a healthy environment.

Clean Air Council strongly encourages people of color, women, LGBTQ individuals, and those with disabilities to apply.

Compensation:

Annual salary of \$70,000-\$90,000 commensurate with experience and qualifications. The Council offers competitive benefits as well.

To apply:

Interested candidates should send a letter of interest, resume, and writing sample to Corinne Bishop at cbishop@cleanair.org (please include "Development Director" in the email subject line). Applications without these three items may not be reviewed. Applications will be accepted until the position is filled. Interviews will begin immediately.