

CLEAN AIR COUNCIL

Job Opportunity: Individual Giving Officer

Location: Based in either the Philadelphia (HQ) or Pittsburgh office

Classification: Full-time, non-exempt

Reports to: Development Director

Deadline: Applications accepted until the position is filled.

About Clean Air Council: Clean Air Council is a member-supported environmental organization serving Pennsylvania and the surrounding regions. The Council is dedicated to protecting everyone's right to a healthy environment. The Council works through a broad array of sustainability and public health initiatives, including public education, community action, government oversight, and enforcement of environmental laws. The Council is an equal opportunity employer and has a strongly held belief in the importance of having a diverse workforce.

Position Description: The Individual Giving Officer works on development matters, including membership, individual giving, and major donor relations. The Individual Giving Officer works closely with other members of the Development Team on a full range of environmental fundraising efforts in Pennsylvania, elsewhere in the Mid-Atlantic region, and nationally.

Responsibilities: The Individual Giving Officer serves as a frontline fundraiser for the Council. They will maximize the donor engagement process to identify, qualify, cultivate, solicit, and steward individual prospects/donors in support of the Council's mission. The main responsibilities include:

- Work with Development Team to create and implement strategies to grow supporter list and membership base.
- Work with Development Team to coordinate staff, volunteers, and others in service of our individual giving strategies.
- Engage with supporters and members to increase support and revenue from donors, and lead the solicitation process for individual gifts.
- Build, maintain, and fine-tune a portfolio of "major donors," including nurturing relationships through personalized engagement.
- Ensure timely and meaningful acknowledgment, recognition, and reporting on the impact of contributions.
- Work with Development Team on mailed and electronic fundraising campaigns.
- Collaborate on the Newsletter, Annual Report, and other member communications.
- Work in Salesforce and Salsa Engage databases, including implementing new tools and systems, and maintain accurate and up-to-date donor records and interactions.

- Respond to members, including connecting the correct staff person when applicable.
- Ensure the Council implements new and emerging fundraising technologies and strategies, and maximize fundraising campaigns based on data driven decisions.
- Collaborate to plan and execute events for members and the public.
- Maintain knowledge of the Council's work to communicate effectively to supporters, and represent the Council in public settings when asked.

Responsibilities may change over time.

Ideal Competencies, Skills, and Experience:

- 3+ years of experience in nonprofit fundraising
- Excellent verbal and written communications skills
- Strategic thinking skills and ability to make informed decisions based on data
- Ability to handle confidential information appropriately
- Driven, creative, and comfortable in a fast-paced environment
- Detail-oriented and highly organized
- Excellent interpersonal skills and ability to build relationships
- Ability to handle competing deadlines and interests from different stakeholders
- Ability to demonstrate both strong independent and collaborative work
- Alignment with, and passion for, Clean Air Council's mission
- Degree in relevant field is a plus

If you are strong in most of the ideal experience and skills listed above but not all, we still encourage you to apply. We value unique perspectives gained from different backgrounds and experiences and are dedicated to supporting our staff's professional growth. We look forward to reviewing your application and seeing what you can bring to our team.

Salary: The salary range to start in this position is \$55,000 to \$63,000.

Benefits: The Council's staff benefits currently include the following:

- Health insurance, vision insurance, and dental insurance
- Optional flexible spending account
- Generous PTO
- 13 paid holidays, including when the office is closed between 12/25 and 1/1
- 401k with a 4% match
- Long-term disability insurance
- Life insurance
- Public transit benefit
- Flexible hybrid work (in addition to in-person meetings and events)

Application Instructions: Applicants should email a cover letter, resume, and related writing sample using the subject line "Individual Giving Officer" to Corinne Bishop (cbishop@cleanair.org).