POSITION DESCRIPTION

JOB TITLE: VP, Development
DEPARTMENT: Executive
REPORTS TO: Robert Perkowitz, President
EFFECTIVE DATE: February 2019
TO APPLY VISIT: http://ecoamerica.bamboohr.com/jobs

ORGANIZATION & PROGRAM BACKGROUND

ecoAmerica is a 501(c)(3) non-profit that uses research and strategic partnerships to create large-scale engagement programs that build awareness, understanding and action for climate and sustainability solutions among mainstream Americans. Founded in 2006, we have a core expertise in consumer marketing and focus on building the base for climate and sustainability solutions by connecting them to the core values and day-to-day concerns of Americans. Further information on our organization and programs is available at www.ecoamerica.org.

ecoAmerica is working to build a critical mass of institutional leadership, public support, political will and collective action for climate solutions in the United States. We develop and manage sector-based programs for the faith, health and communities’ sectors, empowering networks of trusted leaders and institutions to lead by example and engage stakeholders on climate action. Our goal is to put America on an irrefutable path to clean energy, ultimately leading toward a more sustainable and just future.

POSITION SUMMARY

The Vice President of Development (VPD) is responsible for ecoAmerica’s individual and foundation fundraising and development activities. The VPD contributes to ecoAmerica’s success by proactively soliciting, enrolling and stewarding Board members and donors to build ecoAmerica’s visibility, impact, and financial resources. The VPD also serves as a key leader in the senior management team and an active participant in making strategic decisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Individuals
• Oversee individual fundraising program including identification, qualification, cultivation, solicitation, and stewardship of current and prospective donors
• Qualify donor prospects, devise engagement and stewardship strategy/plan with President, track progress and move donors through the relationship progresses
• Manage the full execution of the development plan with goal of securing major, multi-year commitments from individuals
• Develop prospect solicitation pitches and tailored individual proposals
• Drive and manage end-of-year appeal and any special appeals

Foundations
• Oversee foundation fundraising program including identification, qualification, cultivation, solicitation, and stewardship of prospect and current grant makers.
• Have primary responsibility for development and execution of all proposals and reports with a long-term relationship-management approach
• Ensure program compliance for grants and reports
• Maintain grant cycle calendar for top priority foundations

Board of Directors
• Lead staff liaison for the Board of Directors and support all engagement and cultivation
• Manage board meetings and related events, including agenda and material development and distribution, logistics, location, and scheduling
• Manage Plus 1, ecoAmerica’s primary board engagement initiative to help Directors fundraise and activate their networks
• Oversee all board governance including terms, nominations, and committee assignments

Development Management
• Support and partner with the President and board on all major fundraising initiatives
• Develop annual fundraising strategy, evaluate and report on progress throughout the year
• Identify, develop, manage, and mentor development staff
• Maintain relationship management (moves management) system to ensure foundation and donor cultivation and proactive stewardship for current grantors / donors
• Manage the implementation of Salesforce and oversee data entry and gift processing

General Management
• Serve as a senior manager and key leadership team member and participate in the strategy, planning and thought leadership of ecoAmerica
• Participate and actively contribute in organizational strategy and management meetings
• Advance ecoAmerica’s mission and values by taking initiative, identifying and seizing new opportunities, generating new ideas and tactics particularly as they relate to fundraising
• Lead by example to demonstrate responsibility and accountability
• Work collaboratively across the organization and support colleagues to achieve results
QUALIFICATIONS, KNOWLEDGE SKILL REQUIRED

- Bachelor's degree required; advanced degree preferred plus 5-8 years of progressively responsible experience in fundraising
- Expertise in foundations, major gifts and individual giving
- Highly intelligent and driven with a passion for fundraising and marketing, management, and a sophisticated knowledge of the philanthropic community
- Demonstrated track record of success in major gift fundraising and/or, marketing and business development
- Exceptionally polished, professional and articulate with a high level of comfort interfacing with the Board of Directors, organizational executives, and high net worth individuals
- Commitment to climate and environmental solutions and ecoAmerica’s mission
- Excellent verbal, written and visual communications, presentation and motivational skills
- Expert skill across multiple creative and database management platforms, including but not limited to Microsoft Office Suite, Google Docs and donor management systems

ADA
This position is largely sedentary in nature however one must possess the ability to speak, hear, and write as well as the ability to use a computer and related software programs, and lift up to 20 lbs. Local and/or national travel periodically required.

EQUAL EMPLOYMENT OPPORTUNITY
ecoAmerica provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ecoAmerica complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

eoAmerica expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of ecoAmerica’s employees to perform their job duties may result in discipline up to and including discharge.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.