



Job Announcement: Development Director

THE ORGANIZATION

Founded in 1995, Women's Voices for the Earth (WVE) amplifies women's voices to eliminate the toxic chemicals that harm our health and communities. WVE is a small, progressive national environmental health organization that works to eliminate toxic chemicals impacting women's health by changing consumer behavior, corporate practices, and government policies. WVE strives to integrate values of equity and fairness into our work, which includes bringing intentional gender justice and racial justice analysis to our programmatic work and organizational structure. We are seeking candidates who have a commitment to engage in this ongoing process and work with us to create a just and inclusive work environment and world.

THE OPPORTUNITY

Women's Voices for the Earth is a national organization. We are seeking an experienced fundraising professional to join our team as the Development Director. The ideal candidate for this position is extremely organized, goal and outcome-driven, is a self-starter, effectively manages projects and deadlines, and enjoys working in a collaborative environment. This person thrives on networking and relationship-building to attract resources for important work. This person is a proven fundraiser.

The Development Director is responsible for developing and managing the overall fundraising strategy for the organization, with the goal of significantly diversifying our funding base. Key strategies include growing the base of major donors, continually expanding base-level donors through effective online giving campaigns, mail and email solicitation, virtual and actual fundraising events, growing our business partners program, and increasing and maintaining funding from foundations. The Development Director leads the Fund Development Committee of the Board of Directors to support the annual fundraising plan. This person works comfortably with Board Members, donors, staff, and community volunteers. This position is full-time (1.0 FTE) and reports to the Executive Director.

Specifically, this person is responsible for the following:

Vision, Strategy, & Leadership

- Work closely with the Executive Director to develop the overall strategic fundraising direction for the organization
- Work with the ED, Board of Directors, and Fund Development Committee to develop and implement annual fundraising plans for the organization
- Work with ED and Deputy Director to develop and adhere to the annual fundraising budget and provide monthly cash flow estimates of income
- Lead the Fund Development Committee of the Board of Directors, supporting and coordinating individual Board member fundraising plans
- Model behavior that supports a culture of philanthropy throughout the organization

Major Donors

- Develop strategies for expanding and cultivating new donors to the organization, from all parts of the country, with a particular emphasis on growing major donors
- Identify major donor prospects and engages appropriate Board members or staff (including the Development Director) to cultivate and steward
- Maintain a plan for continual stewardship of existing major donors, working to upgrade donors as appropriate
- Actively coordinate opportunities for major donor meetings with staff and Board members nationwide
- Make direct asks to current and prospective donors
- Create appropriate written communications geared to engaging the interest of major donors

Base-building Donors

- Expand our base of individual donors through regular fundraising appeals (email and direct mail), effective online giving campaigns, and social media fundraising campaigns
- Oversee planning and organizing for all fundraising events, including Board member & other volunteer house parties
- Lead and monitor all base-building donor communications (i.e. solicitations, thank you notes, etc.)

Business Partners/Corporate Giving

- Manage our Business Partners Program, identifying and reaching out to new partners, managing annual dues for existing and new partners, and assessing the success of the program
- Maintain relationships with Business Partners through regular updates, offering opportunities for collaboration, etc.

Foundations

- Lead grant writing, including timely submission of all new and renewal LOIs, grant proposals, and reports, working with Executive Director and Deputy Director to conceive grant proposals/projects

- Other duties include prospect research to identify new sources of foundation giving, nurturing and developing relationships with program officers and other foundation personnel, and maintaining relationships with foundations through regular (non-report) updates

Database Management

- Accurately track donor engagement (identification, cultivation, stewardship, gifts, etc.) and produce quarterly reports to assess progress
- Ensure website/mobile is optimized for receiving donations by updating language and working with communications team to make giving as streamlined as possible

General Duties

- Participate in weekly staff meetings, program planning days, and annual board and staff retreat.
- Participate in organizational strategic planning and other organizational planning processes
- Work closely with the Communications Director to ensure effective marketing and communications for the development programs
- Other duties as assigned by the Executive Director

EXPERIENCE & SKILLS DESIRED

The ideal candidate for this position is a motivated self-starter, relishes in networking and relationship building, is goal and deadline-oriented. This position is key to the financial health of WVE and is responsible for maintaining and growing its annual organizational budget.

This is a full-time, exempt position with some travel. Reports to the Executive Director.

Required

- At least three years proven fundraising experience in a non-profit, preferably in an advocacy field
- Proven track record cultivating, soliciting, and stewarding various donor constituencies
- Excellent writing and oral communications skills
- Experience in creating and implementing strategies to obtain and keep individual donors
- Experience leading major gifts programs, including prospect research, cultivation, personal solicitation, acknowledgement, and recognition
- Knowledge of charitable solicitation rules and regulations
- Incredible professionalism and ease working with high-dollar donors
- Creative problem-solver, strategist and conceptual thinker
- Excellent communicator, networker and friend-builder
- Commitment to sustainable and ethical fund development and progressive social change
- Flexible self-manager and team builder
- Experience with social media and online fundraising strategies
- Computer proficiency in MS Office and experience with donor data management and fund development analytics (experience in EveryAction a plus)
- Ability and willingness to travel

- Basic understanding of the systemic nature of oppression, particularly the intersection of gender, race, sexuality, and class
- Commitment and desire to create social, economic and political opportunities for women, femmes, and impacted communities
- Passionate about public health, gender equity, activism, environmental justice/ health, public policy, human rights, reproductive justice/ health, social justice

TERMS AND COMPENSATION

This is a remote position. The position is full-time exempt position with a salary range of \$60,000-\$65,000, depending on experience. Position includes health benefits, retirement match, generous paid leave, and a supportive and flexible working environment.

APPLICATION PROCESS

Please send a cover letter, resume, and three references by email to wveadmin@womensvoices.org with “Development Director Applicant” in the subject line.

Review of applications will begin November 15th and will be accepted until the position is filled.

No phone calls please.

WVE provides all people with equal employment and volunteer opportunities. Women, trans, and femmes and people of color are strongly encouraged to apply.