

Development Director

Position Description

POSITION OVERVIEW

The Development Director will raise an annual budget of at least \$3,000,000 and lead all aspects of development for Coming Clean, including grant writing, strategic planning, donor relationship management, and fundraising initiatives. This is a high impact position within a small organization that oversees a diverse network of individuals, communities, and other organizations. This role is responsible for developing new revenue streams and ensuring strong relationships with donors, funders, and other stakeholders to take the organization to the next level. The Development Director will manage a small development team, supervise one development staff, and collaborate closely with executive leadership to align development goals with the organization's vision and strategic objectives.

The Development Director will report to, and take direction from, the Executive Director.

RESPONSIBILITIES

Strategic Planning and Leadership

- Partner with the Executive Leadership team to guide the organization's overall strategic planning, ensuring alignment with fundraising goals and organizational vision.
- Lead the development of the annual fundraising and development strategy, ensuring it reflects the organization's mission to advance environmental health, economic and environmental justice.
- Cultivate and promote the organization's values through development initiatives, prioritizing equity and community engagement.
- Identify innovative revenue generation strategies and build a diverse funding base, including individual donors, foundations, and other sources.

Donor Relationship Management

- Cultivate and steward donor relationships to enhance ongoing support.
- Ensure regular, proactive donor communication through multiple touch points.
- Create innovative opportunities to engage donors, fostering long-term relationships.
- Oversee timely and accurate donor acknowledgements and communication tracking in the donor management system.

Prospecting + Grant Writing and Management

- Lead grant writing efforts, collaborating with ED, Finance and the Development Associate on content, editing proposals, renewals, reports and budgeting.
- Oversee grant submissions to ensure quality and alignment with organizational goals.
- Maintain a repository of proposal content and ensure regular updates.
- Develop, track, and update the grant management system and grant calendar.
- Lead the prospecting efforts to identify and engage potential individuals, foundations, and other donors.
- Develop and execute strategies for expanding and diversifying the donor pipeline.
- Maintain a robust database of prospects, tracking progress and outcomes using donor management systems.

Systems Building, Data Management & Maintenance

- Build and maintain systems for tracking donor interactions, grant submissions, and fundraising progress, ensuring all information is up-to-date and accessible.
- Oversee the implementation and maintenance of a donor management system and grant management system, ensuring they are optimized for efficient donor stewardship and grant management.
- Lead the hiring process for a Development Associate position.
- Ensure the Development Associate and team are properly trained to use systems to track donations, communications, and reporting.

Reporting and Analysis

- Produce regular, insightful reports on donor engagement, fundraising progress, and grants, sharing these updates with the Executive Leadership team and Board of Directors.
- Provide analysis and recommendations to adjust strategy as needed, ensuring that fundraising goals are being met and donor relations are being effectively managed.
- Develop and present reports to funders on the outcomes and impact of their contributions, with a focus on transparency and accountability.

Funder Engagement Team Fundraising Initiatives

- Chair the Funder Engagement Team (FET), guiding the development and implementation of joint fundraising initiatives and ensuring progress toward deliverables.
- Collaborate with FET members: oversee work plans and manage collaborative fundraising proposals.
- Support FET fundraising initiatives through strategic planning, donor engagement activities, and direct outreach efforts.

Team Management and Collaboration

- Manage the Development Associate's responsibilities, providing guidance and oversight.

- Supervise the Development Associate, providing coaching, guidance, and support to help them succeed in their role.
- Ensure effective collaboration between the development team and other departments to ensure seamless alignment of fundraising activities with programmatic goals.
- Collaborate with the Executive Leadership team on budget planning and oversight related to fundraising and development activities.
- Contribute to the creation of a positive, high-performance team culture, focused on continuous learning and impact.

GENERAL EXPECTATIONS

- Participate fully in Coming Clean’s staff team (including staff meetings and calls, joint planning and work tracking, organization-wide events, and intra-staff communications).
- Complete personal administrative tasks in a timely manner (timesheets, expense reports, reimbursement requests, etc).
- Communicate clearly and reliably as needed via phone, video conference, email, and in person with Coming Clean members, allies, staff, and consultants).
- Pro-actively and constructively raise up challenges and pursue solutions, and be accountable for achieving task deadlines (or modifying those deadlines with adequate notice if necessary).
- Exhibit professional and courteous behavior, polite persistence, and problem-solving skills for routine tasks as well as in urgent situations.
- Ably represent Coming Clean at strategic gatherings and in presentations.
- Act in alignment with Coming Clean’s mission, goals and objectives; and further our strategic partnership with the Environmental Justice Health Alliance for Chemical Policy Reform.
- Understand and adhere to the [Coming Clean Principles](#), the [Principles of Environmental Justice](#), the [Jemez Principles for Democratic Organizing](#), and the [Louisville Charter](#).

QUALIFICATIONS

- 7+ years of experience in nonprofit development, with a focus on environmental health, environmental justice, or economic justice organizations.
- Proven experience in donor relations, fundraising strategy, and grant writing, with a track record of securing major gifts and grants.
- Strong understanding of environmental justice issues, public health, and the intersectionality of social, economic, and environmental challenges.
- Excellent written and verbal communication skills, with the ability to engage and inspire diverse audiences, including donors, community members, and stakeholders.
- Strong leadership, team-building, and collaborative skills.
- Experience supervising employees.
- Experience with Donor Management Systems (DMS), Customer Relationship Management (CRM) systems, Grant Management Systems, and other fundraising software tools and databases.

- Strong organizational, project management, and leadership skills, with the ability to manage multiple priorities and deadlines.
- Commitment to equity, diversity, and inclusion, with experience in fostering an inclusive and collaborative team environment.
- Ability to travel up to 6-8 times a year including staff meetings, funder visits, and conferences.