



DIRECTOR OF DEVELOPMENT - FT

DESCRIPTION

Organization: The Children’s Environmental Literacy Foundation’s – “CEL F” – mission is to make sustainability education an integral part of every school’s curricula and culture, from kindergarten through high school. Our approach is comprehensive, engaging students, teachers and administrators, parents, communities and businesses through professional development, consulting services, and experiential programs. CELF is a small non-profit led by a team of highly-collaborative, dedicated professionals. Growing demand for our services has opened new opportunities that require creative and strategic fundraising to increase CELF’s operating capacity. This position is an exciting opportunity for engagement with a dynamic team in a rapidly evolving field addressing some of the most pressing issues of our times.

Summary: The Director of Development will collaborate with the Executive Director to secure a diverse revenue stream for a growing non-profit. S/he will work closely with the Executive Director, senior management, the board of directors, and program staff to achieve CELF’s development goals. The Director of Development will report to the Executive Director. S/he provides innovative and strategic leadership in the planning, implementation, and management of the organization’s annual fundraising plan and long-term development strategies. The Development Director creates new opportunities to financially grow the organization and is also responsible for overseeing an integrated strategic communications plan to support fundraising efforts.

Specific Duties and Responsibilities:

- Donor stewardship: collaborate with Executive Director and other staff/development consultants to optimize donor relationships. Provide guidance and written support for donor recognition, write copy for and oversee production of solicitation materials, and implement and administer a donor mailing list and fundraising database and tracking systems.
- Grants: Research, write, and edit grant applications in collaboration with Executive Director.
- Fundraising Events: Oversee execution of fundraising or donor cultivation events, including but not limited to cocktail parties, salons and panel discussions.
- Corporate outreach: Research and conduct outreach to prospective corporate sponsor partners.
- Stay abreast of philanthropic market trends and charitable giving framework to identify new, creative, and effective fundraising strategies.
- Oversee P/T communications manager and interns and creation of publications and marketing collateral to support fund raising activities.
- Maintain gift recognition programs and ensure timely and accurate report deliveries to funders.
- Foster an understanding of philanthropy within the organization.
- Achieve, at a minimum, annual benchmarks with planned and actualized increased performance thereafter.
- Additional support as needed.



Qualifications:

- The position requires a motivated professional with excellent written and verbal communication skills and a strong network.
- Proven track record of securing major gifts and grants.
- Working knowledge of MS Office, Google tools.
- Experience with donor database management a plus.
- Passion for making a difference – environmental and/or education fundraising experience a plus.
- Bachelor’s degree

Hours: Full-time, with some flexible hours

Location: CELF Office – 200 Summit Lake Drive – Suite 130, Valhalla, NY

HOW TO APPLY

Email your resume and cover letter to Jennifer Sheehy (Jsheehy@celfeducation.org); please put “Director of Development Application” in the “Subject” line.

PROFESSIONAL LEVEL: Managerial

MINIMUM EDUCATION REQUIRED: 4-year degree