



CENTER FOR INTERNATIONAL ENVIRONMENTAL LAW

POSITION TITLE: Development Director

LOCATION: Washington, DC

Founded in 1989, the Center for International Environmental Law (CIEL) uses the power of law to protect the environment, promote human rights and ensure a just and sustainable society.

POSITION SUMMARY:

CIEL seeks a Development Director with a minimum of 5 years of senior-level experience to design, implement, and manage a multi-faceted development program. As an integral member of the leadership team, the Development Director will work closely with the President, Board, and staff to raise an annual budget of \$2.5 million and diversify funding sources, and will have demonstrated success in raising funds from foundations and individual major donors. The right candidate will have knowledge of and commitment to environmental and/or human rights issues; be an outstanding writer and communicator, self-starter, team player, strategist and relationship builder; and manage and meet deadlines consistently.

Key areas of responsibility include: writing compelling foundation proposals and grant reports; building and strengthening CIEL's relationships with the foundation community and other institutional donors; aggressively growing CIEL's major donor program; serving as the primary liaison to the Board of Directors on fundraising issues; and instituting fundraising systems. In addition, the Development Director will work closely with the Board of Directors and support Board members as they take a more active fundraising role.

As CIEL's budget increases, the Development Director will be able to grow the development department.

RESPONSIBILITIES:

General Development

1. Support and partner with the President, Board and relevant staff on all major fundraising initiatives.
2. Develop annual revenue goals and plans to diversify and increase CIEL's annual budget through a comprehensive development strategy to include foundations, major donors, individual giving campaigns and other activities. Track progress against goals.
3. Coach staff and board and encourage their involvement in the development process, including solicitations.
4. Collaborate closely with the Communications Manager to develop fundraising and development materials, including annual reports and annual year-end giving campaign.

Foundations and Grantsmanship

1. Serve as primary liaison to grantmaking community, and establish and maintain positive relationships with current and prospective institutional donors.
2. Serve as the organization's principal grant and report writer and coordinate the process with President and relevant staff.
3. Continually identify and develop new grant opportunities in partnership with President and relevant staff

Individual and Major Donors

1. Aggressively develop and implement an active and sustainable major donor program.
2. Serve as primary liaison to the individual donor community, and establish and maintain positive relationships with current and prospective donors.
3. Work with President, Board, and relevant staff to identify, cultivate and solicit new major donor prospects.

Board Relations

1. Serve as the primary liaison to the Board of Directors on fundraising issues.
2. Coach, support and encourage the Board's development efforts.
3. Facilitate the work of the Development Committee of the Board and convene regular committee meetings.

Management and Administration:

1. Serve as a member of the CIEL leadership team.
2. Recruit, supervise and mentor development team staff and/or interns.
3. Strengthen and maintain CIEL's fundraising database, processes and systems.
4. Perform other job related duties as assigned by the President.

QUALIFICATIONS:

1. Minimum of 5 years of professional non-profit development experience with demonstrated success in growing the funding base from diversified sources, especially foundations and/or major individual donors.
2. Passion for environmental and/or human rights issues and knowledge of relevant funding communities.
3. Exceptional writing skills, especially for fundraising proposals and related materials.
4. Excellent oral communication, relationship building and "people" skills.
5. Self starter with strong organizational skills and ability to manage multiple deadlines simultaneously.
6. Strong critical thinking and problem-solving skills.
7. Enthusiasm for fundraising.
8. Experience with online supporter engagement and/or constituent management system.
9. Management experience preferred.
10. Experience with fundraising in an international context preferred.
11. Good sense of humor and comfortable in a relaxed, informal, professional work environment.

HOW TO APPLY:

Submit resume; cover letter that documents pertinent experience, how it complements CIEL's needs, and how you learned of the position; your salary history; and two relevant writing samples to: jobs@srconsultingsolutions.com. Please put "CIEL Development Director" in the subject line. No phone calls please.

The *Center for International Environmental Law* follows an Equal Opportunity Policy and employs personnel without regard to race, ethnic or religious background, descent or nationality, sexual orientation, gender (including pregnancy), gender identification, different abilities, marital status, age, height, weight, or military service.