



Position Description: Development Director

March 2024

About Climate Emergency Fund (CEF)

Climate Emergency Fund (CEF) is a unique and critical institution in the climate movement – a non-endowed fund that raises money for and makes grants to disruptive climate activism and mass protest. We support non-violent disruptive climate activism because that is the fastest way to create transformative change. However, this kind of activism is underfunded and controversial. CEF supports the vanguard of the climate movement. We are core grantors of groups like Climate Defiance, Just Stop Oil, and Scientist Rebellion.

CEF acts as a bridge between funders and activists, including educating funders about social movements and their need for a radical flank. We are funded primarily by individuals and family foundations.

Position Summary

Climate Emergency Fund's Development Director will fundraise for heroic activists who are changing the world! The Development Director will represent CEF and our theory of change to potential funders, who often have lots of questions and reservations about what we do. This is why the Development Director must be passionate about the climate movement, mass protest and non-violent civil resistance. Being mission-aligned is critical, as is being a great team-player.

Fundraising is the core of what we do, therefore all team members contribute to the Development team. The Development Director has a pivotal role in the management, support, and direct implementation of CEF's fundraising goals.

The Development Director will collaborate with and support the Executive Director in growing a thriving major gifts program, including coordinating virtual and in-person events. The Development Director will bring their own portfolio of major gift donors, and identify and build new funding opportunities. They will oversee the core process of our fundraising and donor management, and lead a team of professionals that consists of a Development Officer and a Development Operations Manager.

This is a full-time, fully remote opportunity with a preference for candidates in the New York City, Los Angeles, or San Francisco area. You should have the ability to travel up to 15% of the time, including occasional nights and weekends for high-value opportunities. Salary will be \$120,000- \$135,000, commensurate with experience and portfolio.



Responsibilities will include:

1. Collaborate with the Executive Director and Board of Directors in cultivating and soliciting major gifts - 45%
 - a. Plan and execute virtual and in-person fundraising events.
 - b. Support ED in managing a portfolio of major donors, including your own.
 - c. Work with our Board of Directors to cultivate their networks.
 - d. Support ongoing communication with major donors.
 - e. Identify and research major donors and major donor prospects.
 - f. Bring and source new relationships with funders and individuals, and inspire them to become major givers.

2. Oversee our Development infrastructure and manage a small team of Development professionals - 40%
 - a. Work with the Development Officer to develop a yearly plan to grow our small, medium, monthly, workplace, and peer-to-peer giving. This includes our DAF relationships and similar.
 - b. Work with the Development Operations Manager to ensure that the back-end infrastructure (CRM management, donation acknowledgment process, etc) is top-notch and best practices are prioritized.
 - c. Work with our Development Officer to manage a portfolio of donation partners such as Benevity and PayPal.
 - d. Manage the entire process in our end-of-year fundraising drive, consisting of mass mailers and appeals.

3. Support the development and distribution of a multi-channel communication strategy - 15%
 - a. Oversee the development and execution of our overall fundraising and communications materials. This includes mass emails, acknowledgment letters, letters of intent, proposals, grant applications, decks, and our annual reports.
 - b. Manage all fundraising content that's shared across our website, newsletters, social media, and other platforms.

Necessary Qualifications:

- 7+ years of demonstrated fundraising success, especially in major giving.
- Proven track record of bringing in 5- and 6-figure gifts.



- 3+ year track record of successfully managing projects and people.
- Excellent skills in verbal and written communication, presentation, and relationship development.
- Has existing relationships with funders in the social movement or climate emergency space.
- Must embrace the mission and approach of Climate Emergency Fund.
- Has been in the climate emergency movement and can discuss theories of change, tactics, and how movements build power with donors.
- Action-oriented, entrepreneurial, adaptable, and mission-driven.
- Be a “self-starter” and goal-driven to initiate donor visits and fundraising calls.
- Have managed a development program that includes small, medium, and major gifts, grants, workplace giving, peer-to-peer giving and planned giving.

Preferred:

- Knowledge of Raiser’s Edge CRM
- Located in NYC, LA, or the Bay area

We offer a benefits package and work-from-home stipend.

Climate Emergency Fund (CEF) is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

CEF values a diverse workplace and strongly encourages women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.

To apply, please email your resume and cover letter to jobs@cefund.org with "Development Director" in the subject line.