



Development Director Oakland, CA

CBE is a nationally-renowned environmental justice organization that has led numerous successful campaigns against some of the largest polluters in California, including refineries and power plants. Over the past 35 years, our victories have changed practices at more than 200 industrial facilities. We partner with national environmental organizations, as well as local and statewide environmental and social justice organizations and other allies, in order to reduce or prevent pollution and green house gas emissions and transform our communities into healthier and more sustainable environments. CBE was named the #8 Bay Area climate change organization by Philanthropedia in 2013.

CBE combines community organizing, science and law to advance environmental justice and to engage community members in urban, low-income communities of color. A multi-ethnic organization with 26 staff, CBE has offices in Oakland and Huntington Park, as well as satellite offices in Richmond and Wilmington. This position will be based in our Oakland office.

General Position Summary:

Reporting to the Executive Director, the Development Director has primary responsibility for ensuring the success of our fundraising efforts in order to meet a goal of nearly \$1.7 million in 2014. The Development Director coordinates a Development Team currently comprised of the Grants Manager (part-time) and Donor Engagement Coordinator (full-time), as well as the Executive Director, Northern and Southern California Program Directors, Policy Director and Finance and Operations Director. CBE is currently in the process of recruiting a part-time Grant Writer to join the Development Team and work from our Huntington Park office. The Development Director also coordinates with CBE's Board of Directors on various fundraising strategies and is a member of CBE's Management Team.

The Development Director leads CBE's fundraising efforts in order to obtain financial and other support from individuals, foundations, government agencies and socially responsible businesses. CBE currently employs fundraising strategies including direct mail, phone banking, events, e-appeals, workplace giving, and applying for foundation, corporate and government grants. We want to grow our portfolio of major donors and implement a planned giving program and are looking for candidates with significant experience in those areas, as well as a proven track record in successfully securing six figure grants.

ESSENTIAL FUNCTIONS

Direct Fundraising: 60%

- Lead and actively participates in the identification, cultivation, solicitation and stewardship of a portfolio of institutional funders, primarily foundations based in the Bay Area and/or with a focus on climate and energy. This includes writing letters of inquiry, proposals and reports, as well as editing the work of other members of the Development Team.
- Direct the Executive Director and other staff in developing and maintaining relationships with donors and funders, particularly major donors and program officers, in order to acquire, renew and upgrade contributions and grants.
- Develop and/or edit content for direct mail, online appeals, and phone banking scripts.
- Develop and/or edit content for marketing materials, including brochures, annual reports, etc.

- Develop program budgets and financial reports, in coordination with the Finance and Operations Director and other staff, as required by funders.

Supervision/Management: 30%

- Directly manage three fundraising staff (part-time Grants Manager, part-time Grant Writer, and full-time Donor Engagement Coordinator), including developing work plans and conducting annual performance reviews.
- Provide leadership and guidance to other members of the Development Team.
- Manage the fundraising activities of the Board of Directors, in coordination with the Donor Engagement Coordinator, Executive Director and Fundraising Committee of the Board.
- Contribute to the overall effectiveness and sustainability of CBE as a member of the Management Team.

Fundraising Strategy and Planning: 10%

- Develop annual fundraising plans, in coordination with the Development Team, which include strategies to meet annual goals for contributions, foundation grants and government contracts.
- Monitor and evaluate fundraising strategies and make corrections, as needed.
- Make decisions on where to focus fundraising staff and resources.

QUALIFICATIONS

- Five or more years of fundraising experience, preferably at an environmental justice or social justice organization.
- Two or more years experience managing professional staff.
- Proven success in strategic thinking to achieve fundraising goals.
- Demonstrated experience in foundation relations, including a track record of securing \$100,000-plus grants.
- Proven achievement in prospecting, cultivating, soliciting and stewarding individual donors
- Superior oral and written communication skills.
- Ability to manage multiple tasks and set priorities.
- Excellent computer skills (proficiency in Word and Excel); experience with donor database programs preferred.
- Bachelor's degree.
- Experience in coordinating donor events a plus.

Compensation: Salary is competitive and benefits include comprehensive health insurance and 27 days paid leave (including holidays) in the first year.

To apply: Please send a cover letter, including salary requirement, and resume (both formatted in Word) and one writing sample (not to exceed 10 pages) to: jobs@cbecal.org. Please include your last name and Development Director in the subject line. This position is open until filled. Preferred start date of 2/10/14.

CBE is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation, or any other prohibited category. We strongly encourage women, people of color, LGBTQ, and all qualified persons to apply for this position.