



CELEBRATING 50 YEARS

PHILANTHROPY DIRECTOR

Reports To: Chief Executive Officer

Job Type: Full-time, Exempt

Location: Hybrid in Oakland or Los Angeles, CA

Salary: \$130,000 - \$160,000 Annually

Apply By: June 16, 2023

WHO WE ARE

We believe this moment requires transformative change.

The climate crisis is here. And Black, Indigenous and people of color have been bearing the burden of our pollution-based economy for generations. We have the solutions to stop climate change, but we lack the political will to do it at the rate and scale that's needed.

California Environmental Voters (EnviroVoters) exists to build the political will and power to solve the climate crisis, use climate action to advance justice, and create a global roadmap. To protect our water, land, air, and our most vulnerable communities, we organize voters, elect and train candidates, and hold lawmakers accountable for bold policy change. Our vision is to build resilient, healthy, thriving communities, and create a democracy and economy that is just and sustainable for all.

EnviroVoters Education Fund, EnviroVoters's 501(c)3 sister organization, works through programs focused on voter engagement and mobilization, issue advocacy, legislative accountability, and research and opinion polling to provide the public, policymakers, and environmental advocates with the resources they need to make California's air, water and natural resources cleaner and greener through the democratic process. For more information, please visit www.envirovotersedfund.org

The work of EnviroVoters and EnviroVoters Ed Fund to protect and advocate for the environment is rooted in our commitment to racial, social, and environmental justice. Engaging Black, Indigenous, and People of Color, among other key constituencies for the environment is an organizational priority. Within the organization, we aim to create a workplace culture and policies and practices that demonstrate how we value equity and inclusion.

ABOUT THE POSITION

EnviroVoters seeks an inspiring, collaborative, and results-oriented Philanthropy Director to join our bold, inclusive, and learning-oriented team as the head of our Philanthropy Department during an exciting period of growth. The Philanthropy Director will be a strategic thought partner to the Chief Executive Officer, who enjoys fundraising, while bringing vision and the necessary skills to operationalize that vision alongside a highly-motivated team. The Philanthropy Director should be excited about finding creative ways to reach or exceed annual revenue goals and growth campaign fundraising targets in support of the mission. An emotionally intelligent relationship-builder and persuasive communicator, the Philanthropy Director will be able to speak about the work powerfully in their cultivation, solicitation, and stewardship of six to seven figure donors. As an organized and diligent problem solver, the Philanthropy Director will also

come in with an eye toward assessing the current strengths and opportunities for the department to enhance processes, systems, strategies, approaches, and, ultimately, outcomes. The Philanthropy Director leads a growing team of eight dedicated staff, directly supervising three team members, and will, ideally, work in a hybrid model out of EnviroVoters' Oakland or Los Angeles offices but could also work out of our smaller office in Sacramento.

Key Responsibilities

Leadership & Philanthropy Strategy

- Secure 501(c)3, 501(c)4, and PAC annual revenue goal and growth campaign fundraising targets; develop realistic budgets; project cash flow; and report on revenue.
- Manage and lead a talented staff of committed professionals in an expanding department. Coach staff in realizing their goals and building their management and fundraising skills.
- Inspire best effort, ownership, and accountability in peers and direct reports.
- Support members of the Board of Directors in their own fundraising and networking activities. Provide tools to help Board members achieve their give and get commitments and steward and support their personal giving to the organizations. Work through the Board to expand funding relationships.
- Act as staff liaison to the Board's Development Committee. Partner with the Development Committee Chair, develop meeting agendas, and staff committee meetings.
- Build a culture for philanthropy, internally and externally, that will attract staff, board members and donors to the organization, and inspire excellence in donor relations and fundraising. Employ non-profit best practices.

Cultivation & Stewardship

- Work closely with the CEO to engage and solicit six- to seven-figure donors and prospects and with the Political Director to engage a portfolio of potential donors.
- Personally build and maintain relationships with major donors who give \$10,000+ and manage a portfolio of high-level donors and prospects. Create stewardship, cultivation, and solicitation strategies engaging key Board members and staff, as appropriate, in donor relationships.
- Guide the Deputy Director, who supervises four team members, in engaging pipeline major donors giving \$500-\$25,000/year; planning and implementing the gala; cultivating and stewarding events each year; creating other programs to steward donors and attract new prospects; and tracking fundraising metrics, including donor contacts, meetings, and solicitations.
- Guide the Development Manager, Annual Giving in coordinating lists for membership appeals and managing the phone canvass and direct mail programs.
- Guide the Sr. Grants Manager in building a robust pipeline of grant prospects and working closely with department heads and program and communications staff to gather content for proposals and reports.

Philanthropy Operations

- Regularly evaluate internal systems and procedures for efficiency and effectiveness. Ensure that the department complies with all relevant policies and regulations set forth by the IRS, Board and CEO.
- Oversee daily operations of the development team and events, as well as vendors/consultants assisting with grants and membership.
- Guide the Sr. Grants Manager in timely submission of grant proposals, reports, and other documents to assure compliance and good relationships with agencies and foundations.

- Guide the Major Gifts Officer and Development Manager, Annual Giving in ensuring prompt, accurate entry of gift and donor activity in Raiser's Edge and prompt gift acknowledgment and creating accurate reports that inform and prioritize fundraising activities for donor acquisition, solicitation, and stewardship.
- Work with the CEO and Finance Director monthly to track revenues secured against the budget and provide timely forecasts throughout the fiscal year. Manage all major donor solicitations so that gifts budgeted are received within the period expected when possible.

Philanthropy Communications

- Work collaboratively with the CEO and Communications team to create fundraising collateral materials, and other print and online publications designed to support fundraising efforts and activities within the goals of the strategic plan and growth campaign
- Collaborate with the Communications Director in designing and implementing digital and online fundraising and membership growth strategies.

Preferred Qualifications

To maximize potential for success in this role, candidates should bring a unique combination of several of the following qualities and experiences as well as other transferable skills noting that candidates are encouraged to apply even if they do not meet all of the qualifications outlined:

- Demonstrated successes in fundraising including experience working in major gift fundraising, event planning, grants, membership, and donor communications with a track record of identifying, cultivating, soliciting, and stewarding donors for six-figure gifts.
- Personal passion for solving the climate crisis; racial justice and equity; and preserving and protecting our state's natural resources with a belief in the mission, principles, and values of EnviroVoters' approach to the environment and political advocacy.
- Exceptional project management skills including prioritizing, designing, implementing, and tracking multiple campaigns and programs.
- Superior interpersonal, oral, and written communication and presentation and public speaking skills including the ability to strategically target messaging across various mediums in ways that engage and inspire partnership.
- Familiarity with political advocacy, 501(c)3 and 501(c)4 organizations, and political action committees.
- Ability to lead and coach a team of professional fundraisers with demonstrated success managing and motivating others toward the completion of fundraising goals and activities as outlined in a strategic plan and/or annual work plans. Experience managing remote staff is a plus as development staff work in cities throughout California.
- Minimum five to eight years' nonprofit fundraising experience with demonstrated mastery of a wide range of donor engagement and solicitation strategies.
- Knowledge of database management systems and moves management principles, including Raiser's Edge or similar software.
- High energy, results-oriented leader with personal initiative and a sense of humor. Friendly, outgoing, and collaborative approach to foster a strong team-oriented culture.
- Excellent problem solving, research, and analytical skills. Agile and able to work in a fast-paced and, sometimes, unpredictable environment.
- Unquestioned integrity, professional demeanor, and authenticity in building relationships with, and inspiring best effort from, staff, donors and partners.
- Willingness to travel, mostly within California, and to work evening events.
- Demonstrated success in working with Boards and committees.

HOW TO APPLY

EnviroVoters is partnering with [Walker and Associates Consulting](#) – a values-aligned, California-based, Black woman owned and led strategic management consultancy and executive search firm – on this search. Please submit a resume with a cover letter demonstrating your experience relevant to the position and why you feel you're qualified for the role to envirovoters@walkeraac.com by or on Friday, June 16, 2023. Please write “Philanthropy Director” in the subject line. One combined PDF is preferred. Be prepared to share a portfolio of previous work examples relevant to the essential duties, upon request.

We look forward to receiving your application and learning more about you! Thank you for your interest in EnviroVoters!

WHAT ELSE YOU SHOULD KNOW

Don't meet every single requirement? At EnviroVoters, we are dedicated to building a diverse, inclusive, and authentic workspace, so if you're excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. You may be just the right candidate for this role or other roles.

EnviroVoters and EnviroVoters Ed Fund has a deep commitment to equity and fostering a culture of inclusion. EnviroVoters invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our organization.

As part of this commitment, we will ensure that persons with disabilities are provided with reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process and to perform essential job functions, please contact envirovotersjobs@envirovoters.org.

We have a hybrid work environment currently working two (2) days a week in the office and three (3) days remote. We require all staff to be fully vaccinated against COVID-19.

COMPENSATION AND BENEFITS

Salary is based on a nonprofit scale and commensurate with experience. The Philanthropy Director will be compensated within the range of \$130,000 - \$160,000 annually. EnviroVoters also offers comprehensive benefits including 15-25 vacation days per year; 10 sick days per year; 12 paid holidays; 6-8 winter/summer Fridays paid time off; 1 week paid time off between Christmas and New Year; 5 days of bereavement leave per year; comprehensive 100% employer sponsored health and dental benefits; section 125 plan; a 401(k)-retirement program with 3% employer match; flexible spending account (FSA) for health care expenses; subsidized commuter program; and optional life insurance.

EnviroVoters is an equal opportunity employer and we do not discriminate in hiring or employment based on race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. We offer competitive salaries, generous benefits, and a pleasant working environment.