



Green Schools Alliance
1875 Connecticut Ave NW, FL 10
Washington, DC 20009

Position Title: Director of Development

Organization Overview:

Green Schools Alliance is an international 501(c)3 non-profit organization that connects and supports champions who are creating healthy and sustainable schools. Since 2007, the Alliance has grown organically, and now includes members from more than 9,000 schools, districts and organizations from 47 U.S. states and 85 countries, representing more than 5 million students and almost a billion square feet of buildings. The Alliance is supporting the individual “sustainability champion” - the official or unofficial leader forging sustainable learning and solutions in school communities.

Rooted in the idea that collaboration among school communities accelerates the transformation of learning environments, the Alliance conducts work through our international coalition of schools. All Alliance programs are scaled and developed with guidance from members who have the expertise and experience to make programs relevant and accessible to other members of the school community. In turn, Alliance schools become replicable models that ripple sustainable solutions to the greatest number. Our focus areas:

- Empowering Students. With our engagement tools, programs, and trainings, students gain skills to become sustainability leaders in their communities.
- Supporting Schools & Districts. We provide leadership development, management solutions, and reporting systems to boost institutional efficiency and effectiveness.
- Building Community. We offer collaborative tools for individuals, supporters, and leaders to break down silos and build a stronger “green schools” community.

Reports To: Executive Director

Job Type: Full-time

Salary Range: \$65,000-70,000, commensurate with experience

Location: Remote, with strong preference for New York City or Washington, DC metro areas

Position Overview:

Green Schools Alliance seeks an experienced fundraiser for the position of Director of Development. This position offers the opportunity to work with a dynamic team that is deeply committed to its mission and comprised of individuals who are experts in their field. The Director of Development will create and oversee the implementation of a strategic approach to fundraising which may include major gifts, corporate donations, grant solicitation, and in-kind resources. This position supervises our Strategic Partnership Manager.

Primary Duties and Responsibilities

Plan fund development activities

- Collaborate with the Board of Directors and Executive Director to create a fund development plan which increases revenues to support the strategic direction of the organization
- Work with the Board to create and implement a Board development strategy, including fundraising training.
- Implement the fund development plans in accordance with ethical fundraising principles
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved
- Monitor trends in the community or region and adapt fundraising strategies as necessary

Organize fund development activities

- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are carried out in a timely manner
- Develop policies and procedures for the development department which reflect ethical fundraising practices
- Prepare and submit grant applications as outlined in the fund development plan to generate funds for the organization
- Work with program staff to determine appropriate grant and foundation opportunities
- Manage grant and foundation reports in collaboration with program staff
- Oversee the planning and execution of special fundraising events as specified in the fund development plan to generate funds for the organization
- Identify and develop corporate, community and individual prospects for the organization's fundraising priorities
- Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information
- Coordinate in-kind donations and make decisions regarding the issuing of receipts

Promote the organization

- Foster an understanding of philanthropy within the organization
- In collaboration with the Director of Communications, develop a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization
- Coordinate the design, printing and distribution of marketing and communication materials for development efforts, with the Communications Department.
- Build relationships with community stakeholders to advance the mission and fundraising goals of the organization

Experience

- Minimum of 5 yrs. experience generating revenue for nonprofit organizations through a variety of revenue streams including foundations, major gifts, corporate partnerships and earned income
- Significant experience engaging and stewarding a broad portfolio of donors
- Experience with fundraising CRM is preferred
- Bachelor's degree required; advanced degree very strongly preferred

Knowledge, Skills & Abilities

- Passion for the Green Schools Alliance's mission
- A strategic thinker, problem-solver and successful leader of ambitious funding initiatives
- Excellent written and verbal communication skills and a proven ability to submit successful funding proposals for a variety of audiences
- An excellent manager with a talent for developing and motivating staff
- Results-oriented, ambitious and deadline-driven

Qualified applicants send a resume and cover letter to sjaye@greenschoolsalliance.org with the subject line "Application: Director of Development."

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, sexual orientation, gender identity, or any other protected group.