



1/19/2018

Job Posting: New England Grassroots Environment Fund Development Manager

Title: Development Manager

Job Location: Newmarket, NH

Apply: Please submit a single PDF that contains a cover letter, current résumé, writing sample (preferably of a fundraising communication) and the names and contact information of at least three professional references. The position will remain open until filled, but preference will be given to applications received by February 16, 2018 with the review committee responding to well-qualified candidates on an ongoing basis. ***Candidates with fundraising experience are strongly preferred.*** Please send your PDF application file to: job@grassrootsfund.org. **Please direct any questions to email only.**

Position Description

The New England Grassroots Environment Fund (Grassroots Fund) is a 501(c)(3) that seeks to energize and nurture long term civic engagement in local initiatives that **create and maintain healthy, just, safe and environmentally sustainable communities**. We achieve this by using **Dollars, Stories, Tools and Collaborations** to fuel local activism and social change. Applicants are encouraged to review the [Guiding Values](#) before submitting an application.

We are currently seeking a part-time (32 hr/week) Development Manager to assist the Executive Director in growing relationships with existing donors and new donors while also expanding the organization's overall fundraising (foundations and sponsorships) and visibility. The Grassroots Fund operates in a team approach, which allows staff members to collaborate and work together on projects and priorities.

Development Manager Key Responsibilities will include:

- Development & Organizational Growth
 - Assist Executive Director in individual donor program planning and implementation;
 - Assist in print and virtual development communications;
 - Assist in strategic development planning including donor cultivation and fundraising event design and coordination;
 - Coordinate development communications with overall organizational communications goals;
 - Oversee Little Green Light database functions
 - Assist in foundation research, grant proposals and reports;
 - Assist sponsorship solicitation and stewardship;
 - Assist in identification and growth of partner grant program funders
- Grantmaking
 - Assist grant officers, as needed, with proposal review for small grants program;

(cont.)

Skills and Qualifications

We are looking for applicants who can demonstrate how they have worked on cultivating deep relationships with constituents, ideally as part of a donor cultivation effort. A candidate needs to describe how they have presented in front of audiences and (donor) gatherings and has interacted with funders and the philanthropic community. We are looking for someone who can demonstrate excellent verbal and written communications skills, as this position requires ongoing interaction with our donors and proactive development of elements of an individual donor cultivation program.

As the Grassroots Fund is a small non-profit, we seek someone who can work well independently and manage multiple projects and priorities. We are looking for candidates with experience in donor management software (the Fund currently uses *Little Green Light*), and have a high level of comfort working with online organizing tools like *Google Drive*, *MailChimp*, and *GoToWebinar/Zoom* and social media platforms.

Candidates should have passion for and commitment to environmental, social and economic justice and believe in the power and impact of grassroots action leading to a just transition. We are looking for a proven ability to work productively and respectfully across diverse communities and populations. A candidate needs to have the ability to travel regularly within New England - and occasionally beyond - and participate in some evening and weekend obligations. We are looking for someone with flexibility, a sense of humor and creative solution-seeking skills.

Education/Experience

- College undergraduate degree preferred or equivalent experience;
- Minimum of 3 years professional experience with constituent relationship-building, ideally in fundraising;
- Experience in environmental and social change advocacy with diverse community members highly valued.

Salary and Benefits

The Development Manager is a part-time position of 32 hours with (prorated) benefits and competitive compensation range of \$35,000 - \$40,000, depending on experience and education. The New England Grassroots Environment Fund is a nonprofit organization and an equal opportunity "at-will" employer and is committed to the belief that each individual is entitled to equal employment opportunities.