

Development Manager Job Description

Green Empowerment is looking for a dynamic, passionate and proactive Development Manager to help expand our fundraising efforts! The ideal candidate has experience with donor stewardship, building fundraising strategies and is energized by building networks and seeking donations. Green Empowerment has really improved our fundraising efforts over the last three years and our team is excited to bring on someone to help us up-level our strategy and continue to increase our unrestricted gifts. This is a great opportunity for someone to build off of our rich history, design a thriving development strategy and strongly influence our path forward!

About Green Empowerment

Green Empowerment is a Portland-based grassroots non-profit that works with partners in developing countries to provide access to renewable energy and clean water in rural communities. Green Empowerment supports integrated projects that improve human well-being, are sustainable over time, limit the impacts of climate change, and have the potential for broad impact beyond any one community. Founded in 1997, we now work with a network of partners in Nicaragua, Ecuador, Peru, Bolivia, Colombia, the Philippines, Malaysia (Borneo) and Myanmar.

About the Position

Green Empowerment is really excited to add a new member to our growing and passionate team. Over the last year we launched an Associate Board to support organizational visibility, formalized a legacy giving program and exceeded our individual contributions goal! The Development Manager is joining a collaborative, motivated work environment that is eager to have new skills on the team.

This position will be based in the Portland office, report to the Executive Director and work closely with the US-based team to lead donor-stewardship initiatives, manage non-grant development activities, support communications and be the primary staff liaison with the Associate Board.

Key Responsibilities and Functions

Lead the organization's fundraising strategies in partnership with the Executive Director:

- Work with the Executive Director and Board Development Committee to develop an annual fundraising plan. Manage execution of annual fundraising plan.
- Develop strategies for donor engagement and recruitment, engaging the board, staff, founder and other supporters as appropriate.
- Engage with the Board Development Committee and Associate Board to support specific objectives within the strategy.



Lead donor stewardship efforts to provide a positive experience for our supporters and create opportunities to engage with our staff, board and program.

- Manage and expand on existing donor-engagement efforts including legacy giving, major donors, annual appeal and sponsors.
- Identify areas for improvement and prioritization of new opportunities.
- Manage donor database including running reports, data entry, creating targeted lists, creating events and registration pages, and managing data integrity to ensure the database supports the planning and execution of donor engagement.

Enhance Green Empowerment's impact and visibility through events and external communications.

- Collaborate with the Communications Coordinator and Program Staff to ensure cohesive communications and strong public-facing story-telling.
- Support development and lead distribution of fundraising collateral.
- Manage fundraising and outreach [events](#), including our annual Andina Benefit Dinner, house parties, Global Views & Local Brews. Key staff lead with Passport to Empowerment Committee.
- Develop and submit applications for non-profit guides and awards.
- Represent Green Empowerment at community events.

Engage US-based Volunteers regarding fundraising, events, visibility and more.

- Act as staff Liaison to the Associate Board.
- Work closely with the Board Development Committee.
- Engage external professionals in our development activities.
- Manage office-based and event volunteers to best utilize their time and expertise.

Remuneration: \$45,000-\$50,000. We are open to a flexible schedule and want to position this person for growth. Benefits include: Employer-paid medical insurance, retirement plan, six weeks paid time off, holidays and the week off between Christmas and New Year's Day. Position is based in Portland.

Qualifications

- At least 3 years work experience in fundraising
- Experience and comfort requesting donations
- Excellent people skills
- Ability to craft a story and share that story with diverse stakeholders
- Ability to prioritize and balance multiple projects simultaneously
- Experience working with a multi-cultural team preferred
- Strong interest in Green Empowerment's mission and grassroots development approach
- Legal permission to work in the United States

Apply online at www.greenempowerment.org/work by October 31, 2019.