

Director of Development

Reports to: Vice President and Chief of Staff



The Director of Development is the chief fundraiser for PennFuture and is responsible for creating, executing, and managing all fundraising and development activities.

ABOUT US:

PennFuture is leading the transition to a clean energy economy in Pennsylvania and beyond. We are protecting our air, water and land, and empowering citizens to build sustainable communities for future generations.

DUTIES:

The Director of Development builds and oversees execution of PennFuture's development strategy and is a member of PennFuture's senior leadership team. The Director will help forge new relationships to build PennFuture's visibility, impact, and financial resources. The Director also will design and implement a comprehensive plan for developing key external alliances by cultivating individual support.

The Director will have primary responsibility for establishing and implementing the infrastructure needed to grow a \$3 million budget through the solicitation of major gifts, special events, an annual fund, planned giving, online contributions, and corporate support.

This position will also expand, diversify, and strengthen PennFuture's donor base and pipeline and work closely with the President/CEO, development, and Senior staff to secure funding for new initiatives. In addition, the Director will work closely with the Board of Directors, its development committee, and the President's Leadership Council, as each take on a more active fundraising role.

It is expected that fundraising will expand over time as the Director of Development effectively develops and strengthens the overall fundraising capacity, strategy, and internal culture for fundraising for future successes.

In particular, the Director of Development:

- **Manages and oversees the development functions of PennFuture.** The Director is charged with developing a yearly development plan that includes strategies around major gifts, monthly giving, an annual fund, capital campaigns, end-of-year appeals, membership, and donor stewardship. The Director oversees a development staff and budget as well as works closely with the President/CEO and Vice President/Chief of Staff to implement this strategy. It's expected that the Director will also engage, partner, and train staff outside of development on fundraising campaigns, as necessary.
- **Manages and implements PennFuture's Major gifts program.** The Director will continue to develop and implement PennFuture's high dollar donor Major Gifts program. This includes developing an annual strategy to engage with major gifts donors, including events, as well as convening and coordinating key senior staff to participate in the major gifts program.
- **Develops and manages a Corporate Giving strategy.** The Director will develop and implement a Corporate Giving strategy at PennFuture, including sponsorship for

targeted events.

- **Develops and manages all donor communications at PennFuture.** The Director will manage, write, edit, and implement donor communications through e-mail, print, mail, and social media. The Director will coordinate and collaborate with the Director of Communication to ensure consistent branding, messaging, and scheduling.
- **Provides reporting and analysis on fundraising trends, successes, and opportunities.** The Director, with development staff, will provide consistent fundraising analysis, data, and forecast reporting to assess strategy success, support developing annual organization budgets, and track development campaigns. This includes monitoring donor information through the database. Analytical reporting is expected to occur consistently to senior staff and occasionally to the Board of Directors.
- **Brings best practices to PennFuture so it stays at the cutting edge of development.** The Director is expected to remain fully engaged in industry best practices, trends, and analysis so that PennFuture stays at the forefront of development. This may necessitate attending conferences, engaging with industry professionals, and maintaining connection to industry literature.
- **Participates as a member of PennFuture's senior leadership team.** The Director coordinates PennFuture's development strategy with outreach, communication, policy, legal, civic engagement, and Energy Center staff. The Director also updates PennFuture staff on development campaigns and issues on a consistent basis via formal and informal written and verbal communications. Further, the Director will host a consistent meeting or conference call for development staff and senior staff involved in fundraising.
- **Fulfills other responsibilities, as necessary.** The Director of Development will also support various and changing development activities throughout the year as well as any assignments from the Vice President and Chief of Staff.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor's degree required and Master's degree a plus.
- Minimum 7+ years of experience in development with a non-profit, including experience managing development staff.
- Strong affinity for PennFuture's mission and familiarity with the organization's signature strategies: advocacy, policy, legal, civic engagement and outreach.
- Strong interpersonal, organization, and managerial skills; Demonstrated excellence in donor relations, staff communications, and ability to tell a story with passion and urgency.
- Ability to construct, articulate, and implement annual development strategies.
- Computer proficiency and a working knowledge of Microsoft Office applications, Google Non-Profit Suite software, and database and CRM software, including Salsa.

- A professional and resourceful style; the ability to handle significant responsibility; work independently and as a team player, including managing multiple tasks and projects at a time.
- Excellent writing and editing skills.
- Valid driver's license and willingness to travel frequently throughout Pennsylvania.
- Capacity and experience handling privileged and confidential information.

OTHER:

This position supports the state-wide work of PennFuture. The position can be based out of any PennFuture offices, currently located in Pittsburgh, Harrisburg, Philadelphia, and Mt. Pocono.

This is a full-time, exempt, position. Competitive salary based on experience. Benefits package includes health care, dental, vision, paid time off, and paid holidays.

LEGAL DISCLOSURE:

PennFuture is an equal opportunity employer.

SUBMISSION:

Please submit your cover letter, resume, documents demonstrating a successful development initiative and contact information for three references to stepp@pennfuture.org. Please write "Director of Development Position" in the subject line. The application deadline is February 12, 2018.