



**Job Title: Director of Philanthropy**

We at Climate Action Campaign are a growing team that advocates and organizes for bold policies to stop the climate crisis through effective policy action. Through the lens of equity and justice, we fight for a Zero Carbon future and the systemic change that ensures clean air, clean water, and a livable future for everyone.

We wake up every day ready to support the fight for the game-changing climate laws, policies and programs we need to achieve climate justice. To fulfill this vision, we need 100% of our team to be 100% in.

1. Do you believe in the power of local politics to make positive change?
2. Do you love meeting new people and building relationships?
3. Is your first thought “no problem” when faced with a challenge?
4. Do you enjoy connecting with donors to help them invest in their communities?
5. Do you enjoy working alongside colleagues committed to making a difference?

If you answered yes to these questions, please read on.

**Job Summary**

The Director of Philanthropy will create, execute, and evaluate all philanthropy strategies to ensure a diverse and sustainable portfolio to support CAC’s mission. This position will create, cultivate, maintain, and strengthen relationships with our network of members, donors, grantors, and business partners, create and implement strategies to diversify CAC’s funding sources, serve as the point of contact for member outreach, write and manage grant applications and requirements, and organize CAC special events. A successful applicant will have a minimum of 3 years experience in nonprofit development, be comfortable in a fast-paced and dynamic environment, and be capable of leading development efforts with a high degree of independence, while embracing work in a high-profile setting and dedicated to an ambitious mission.

**Major Goals and Responsibilities:**

- Create, execute, and evaluate strategies to secure financial support for our organization through:
  - Developing a major gifts program, including identification, cultivation, solicitation, and stewardship of existing and potential major donors.
  - Directing the annual fund program, including campaigns, fundraising drives, and special events.
  - Grant seeking, including research, proposal writing, stewardship and reporting requirements.
  - Grow and steward corporate giving through Business Memberships and Event Sponsorships.

**Essential Activities:**

- **Prospects- Individuals, Foundations, Corporate:** Conduct prospect research and meet prospective donors and supporters on a continual basis to establish and build relationships. Conduct grant seeking, including research, proposal writing, and reporting requirements. Make public appearances/accept speaking engagements to share information about CAC with the community.
- **Existing donor cultivation/stewardship:** Continue to grow a major gifts program including identification, cultivation and solicitation, and stewardship of major donors.
- **Campaigns:** Direct the annual fund program, including mailings and annual fundraising drives. Direct capital campaigns and other major fundraising efforts. Manage fundraising special events and actively participate in other CAC events.
- **Events:** In collaboration with Events Manager, oversee stewardship and fundraising events, ensuring the goal of each event is met, including but not limited to income generation, new donor cultivation, and stewardship of current donors.

- **Communications:** With the Communications Manager, create, execute, and evaluate CAC's donor communications strategy, including production of email content, updating of website content, and marketing special events and campaigns. This includes assessing donor engagement, retention rate, and other KPIs. Knowledge of marketing and sales is a plus!
- **Boards and committees:** Provide guidance and leadership on the development, implementation, and management of committees. Support Board recruitment and ongoing training.
- **Miscellaneous:** Oversee fundraising database and tracking systems. Lead and inspire staff and board to participate in philanthropic activities.

**A good fit for this position will:**

- Have proven success and a minimum of 3 years experience in nonprofit development.
- Be comfortable with a wide range of philanthropic work, including solicitation and stewardship of individual, foundation and corporate donors, donors and potential donor cultivation and research, grant writing, and special events.
- Have experience interfacing with nonprofit boards (preferred).
- Be passionate about climate justice and what we do.
- Have top-notch communication skills (written and verbal).
- Enjoy meeting new people, and developing and maintaining meaningful professional relationships.
- Have an understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities, including understanding that the climate crisis disproportionately burdens working-class communities of color.
- Be able to communicate effectively and tactfully with different audiences.
- Be a self-motivated and resourceful independent worker who is also a team player.
- Be organized, capable of managing deadlines and fluctuating priorities for an array of projects while maintaining attention to detail.
- Have a keen interest in learning and developing as a professional, staying on top of best practice research.
- Believe that any challenge facing fundraising efforts is surmountable.
- Have management and leadership experience - both in managing direct reports but in collaborating across departments within the organization.
- Experience using Asana is a plus!

**Climate Action Campaign Core Values**

Justice, Equity, Accessibility, Opportunity for all, Inclusion, Health, Voice, Safety. We look forward to sharing more about these values when we meet.

**This is a full-time, salary, exempt position, and will include some evening/weekend work and flexible hours.**

**Location:** Our office is in Hillcrest in San Diego, but we're often out and about throughout the region, meeting with government officials, businesses, and community advocates, as well as working remotely at home to save time and commuting costs. For the foreseeable future, due to COVID-19, our team is working primarily remotely until it is safe to return to our office, at which point in-person office time will be required. This position must be based in and work out of the San Diego area.

**Vaccination mandate:** Climate Action Campaign requires, with few exceptions, that all staff be vaccinated against the COVID-19 virus. Unvaccinated staff with a qualifying exemption will be required to take regular COVID-19 tests (frequency subject to change).

**Benefits:**

- Health, dental, vision and life insurance.
- 401(k) Retirement Plan with employer match.
- Monthly cell and transportation benefit.
- Generous paid time off and holiday schedule.

**Salary range:** \$78,000-\$98,000 (commensurate with experience)

**How to apply:** Submit the below items to [info@climateactioncampaign.org](mailto:info@climateactioncampaign.org) with the Subject: Director of Philanthropy.

1. Resume

2. Video or voice recording answering the following three questions:
  - a. Why are you interested in this position?
  - b. Describe the work culture you thrive in.
  - c. Describe a non-profit development success that you led.

Limit your total recording to 3 minutes maximum.

**Deadline:** The first review will take place on August 1, but the position is open until we find the perfect fit.

**Climate Action Campaign is an Equal Opportunity Employer.**

Climate Action Campaign values a diverse workplace and strongly encourages women, people of color, LGBT individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.

Climate Action Campaign provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.