

BOARD OFFICERS

- Barbara S. Lindemann
President
- Catherine Brozowski
Vice President
- Charles Newman
Vice President
- Kathy Yeung
Treasurer
- David N. Pellow
Secretary

BOARD MEMBERS AT-LARGE

- Jon Clark
- Christine DeVries
- Nadra Ehrman
- Carolyn Fitzgerald
- Laura Francis
- David Jackson
- Elliott MacDougall
- Pat McElroy
- Ivette Peralta
- Peter Schuyler

BOARD MEMBERS EMERITUS

- Dick Jensen
- Marc McGinnes
- Paul Relis
- Selma Rubin

Sigrid Wright *CEO*

PRESIDENT'S COUNCIL

- Dennis Allen
- Diane Boss
- Laura Capps
- Hal Conklin
- Dave Davis
- Katie Davis
- Carla Frisk
- Karl Hutterer
- Ivor John
- John Jostes
- Kim Kimbell
- Mike Noling
- Paul Relis
- Michel Saint-Sulpice
- Leanne Schlinger
- John Steed
- Elizabeth Wagner
- Sally Warner-Arnett

PARTNERSHIP COUNCIL

- Karen Brill
- Linda Cheresh
- Claire Fackler
- Kristin Hogue
- Cooper Mattieson
- Michelle L. Pickett
- Wendy Read
- Aaron Ritter
- Missy Robertson
- Stan Roden
- Holly Sherwin
- Bret A. Stone
- Jacob Tell
- Sally Terrell
- Michelle Weinman
- Deborah Williams

Job Announcement:
Status:
Posted:
Applications Due:

Director of Development
Exempt, Full time (40 hours/week)
April 12, 2021
Until position is filled

About the Community Environmental Council:

CEC is a fast-paced nonprofit based in Santa Barbara and serving the California Central Coast, with a reputation for positive social change and community engagement. Since 1970, CEC has been a leader in creative solutions to tough environmental problems. The CEC team is a highly committed and energetic group, with an internal culture that values collaboration, ongoing learning, and innovation.

With its current focus in the tri-county region to promote rapid and equitable solutions to the climate crisis, CEC is known for organizing the Santa Barbara Earth Day Festival, advancing 100% renewable energy goals, and developing campaigns to #gosolar, #driveless, #driveclean #ditchplastic, and #rethinkfood. CEC's primary objectives are to: 1) Achieve zero carbon communities; 2) Promote nature-based solutions to draw down excess carbon emissions; and 3) Protect against unavoidable climate impacts. Visit www.CECSB.org and www.facebook.com/cecsb to learn more about our work and history.

About the Position:

CEC is seeking an experienced fundraising professional to lead CEC's fund development strategy and implementation. This position is a key part of the leadership team of a growing organization, and will oversee existing staff and consultants. The ideal candidate will thrive in a dynamic environment with many moving parts and will have the ability to take initiative to create new processes that strengthen CEC's fundraising systems.

Primary responsibilities include managing and executing fundraising efforts to meet CEC's 50th Anniversary Campaign and annual fund targets for major gifts, board and leadership gifts, corporate giving, special events, and unrestricted grants. This position is a key strategic member of the CEC management team and the 50th Anniversary Campaign Committee.

Job Functions and Responsibilities:

CEC is in the early stages of an exciting \$12 million Anniversary Campaign with the goal of \$7 million in cash gifts and \$5 million in planned legacy gifts. Our intention is to use the two-year campaign to strengthen ongoing support of CEC's annual fund, doubling unrestricted giving over the next five years. The Director of Development will lead this growth and is supported by campaign consult Netzel Grigsby Associates, active Campaign Co-chairs, an established campaign Steering Committee and various subcommittees, a Development Associate, a full-service internal Communications Team, and the CEC Board of Directors (Board), including the Board Development Committee.

Specific job functions and responsibilities include:

Set Strategy and Establish Plans:

- Working with the 50th Anniversary Campaign leadership team, help set and implement the strategy for the campaign
- Be a strategic participant in campaign meetings including regular Steering Committee and subcommittee meetings (Legacy, Board, President's Council and Major Gifts)
- Work with the CEO and Board to set long-term strategic development goals and create an annual development plan with monetary targets to reach them
- Establish a monthly calendar of development activities, including regular donor/prospect events and communication
- Grow individual and corporate giving by identifying, researching, and creating engagement plans for prospect donors
- In conjunction with the CEC Board:
 - Lead quarterly Board Development Committee meetings
 - Regularly review/track progress and strategize together to meet targets
 - Set all meetings with the Board, President's Council, and Partnership Council to identify prospects and develop strategies for engagement

Lead Implementation of Fundraising Plans:

- Lead the campaign implementation and timeline established by Netzel Grigsby Associates with the support of campaign volunteers
- Execute fundraising through major gifts, leadership match, mail and online solicitations, corporate giving, foundation giving, and events
- Working with an Events Committee and contracted events coordinator, lead execution of the annual Green Gala by managing event collateral, live auction, volunteer outreach, timelines and budget
- Establish personal relationships with major donors and prospects through regular personalized communication
- With the support of the Development Associate, implement intentional donor stewardship through an effective Moves Management system
- Make "asks" or be part of an "ask team" when appropriate
- Expand donor recognition and appreciation
- Track cash and planned giving as secured
- Report progress bi-weekly by segment, and tie out monthly with CEC's Finance Department

Support and Engage with Other Teams:

- Provide general support to staff or contracted grant writers as needed on grant applications and other restricted program fundraising efforts
- Provide general support to the Santa Barbara Earth Day Festival production team to secure corporate sponsorships
- In collaboration with the Communications Team:
 - Attend weekly meeting to strategize, review, and implement marketing and development activities
 - Guide the communications team in the creation of bold, attractive collateral to support CEC's development plan
 - Weave a development aspect into general CEC communications activities

Additional Responsibilities:

- Participate in weekly staff meetings, monthly management team meetings, and monthly Board meetings
- Supervise Development Associate, including holding weekly check-ins to review work plan, progress and identify support needs
- Maintain the department budget and track expenses
- Represent CEC at public events

Key Qualifications and Skills:

- Aptitude with Microsoft Office Suite
- Aptitude with Google Suite
- Aptitude with Salesforce or other CRM
- Possess strong interpersonal and writing skills
- Possess excellent organizational skills
- Commitment to CEC's mission and programs

Job Status and Compensation:

- Reports to the CEO
- Part of CEC's Development Team and a key member of CEC's Management Team
- 40 hours/week
- Salary commensurate with experience
- Exempt position
- Benefits include:
 - Two weeks of paid vacation, 10 paid holidays, and an additional paid week off between Christmas and New Year's Day
 - Health, dental and life insurance
 - Optional retirement plan with employer match up to 3% of salary (after a qualifying period)
- Somewhat flexible hours, may include some evenings and weekends
- Due to COVID-19, our team is working remotely on PDT hours until restrictions are lifted. Beyond that, this full-time position will be based out of our office in Santa Barbara, California

To Apply:

Applications will be considered until the position is filled. To apply, please submit a cover letter and resume (pdf or link) with an email subject line that indicates Director of Development Application to:

Sue Walker
Assistant to the Executive Director
officeadmin@cecmail.org

CEC is an Equal Opportunity/Affirmative Action Employer and does not discriminate based on gender identity, sexual orientation, race, nationality, or physical ability.