



## **JOB ANNOUNCEMENT**

**The New Mexico Environmental Law Center (NMELC) is seeking applications for a Development Director dedicated to NMELC's mission of working with communities to advance environmental justice and human rights.**

**JOB TITLE:** Development Director  
**START DATE:** October 2020

**DEPARTMENT:** Development  
**REPORTS TO:** Executive Director

**JOB SUMMARY:** The Development Director works closely with the Executive Director in developing and implementing a diversified organizational fundraising plan which concentrates on growing our major donor support, growing our foundation support, and planning special events.

**JOB LOCATION:** NMELC is currently following a remote work plan given the continued pandemic. Opportunities for working remotely beyond the pandemic can be negotiated.

**COMPENSATION & BENEFITS:** Full-time/exempt annual salary of \$55,000-\$65,000 depending on experience. After a qualifying period, benefits include health, dental, and vision insurance, 403(b) and paid leave.

### **DUTIES AND RESPONSIBILITIES:**

- Serves as chief strategist for securing membership, major donor and foundation support to carry out the organization's mission. Develops and communicates a broad vision for fundraising by developing annual and long range strategic fundraising plans
- Oversees foundation fundraising that includes the preparation of foundation grant proposals, budgets, reports, and correspondence to foundations
- Manages prospect pool of major donors, building relationships and moving them from identification to closure
- Works closely with the Executive Director in planning face-to-face meetings with prospective major donors
- Responsible for maintaining and growing Law Center membership; works with Executive staff to diversify Law Center membership
- Creates, implements and manages the corporate and small business sponsorship plan
- Works with Board members to secure Board leadership in giving and enlisting support from others
- Supervises the development and implementation of fundraising events and special events
- Develops organizational and planned giving program and policies
- Tracks monthly fundraising progress toward goal achievement and ensures the preparation and distribution of informative reports on progress toward goals, prospect strategies and prospect contacts that includes significant database management
- Assists with the implementation of a comprehensive strategy for the appropriate acknowledgement of donors and stewardship of gifts
- Fields inquiries regarding funding opportunities and ensures proper and timely follow-up
- Assists with other projects as assigned and works as a member of the Law Center team

**REQUIRED SKILLS:**

- Must embrace the Law Center's mission and be dedicated to creating a diverse, equitable and inclusive work environment and working alongside communities on environmental justice issues
- Knowledgeable of and committed to the importance and integration of diversity, equity, and inclusion initiatives in development
- Excellent writing skills with sharp attention to detail
- Excellent interpersonal, written and verbal skills
- Willingness to embrace new and innovative fundraising and membership growth strategies
- Demonstrated understanding of prospect and volunteer management
- Experience with fundraising software and tools
- Creative, self-starter attitude
- Time management and flexibility with job duties
- Organized and inspiring team leader and team member

**PREFERRED SKILLS:**

- Bilingual (Especially Spanish and/or Native Languages)
- Education and/or experience working with LGBTQIA, frontline, and Black, Indigenous, People of Color (BIPOC) communities
- Education and/or experience with environmental justice issues

**EDUCATION AND EXPERIENCE:** Minimum of a bachelor's degree and 3 to 5 years of experience in non-profit development with a proven record of success in cultivation, solicitation and stewardship of prospects/donors and foundations.

**PHYSICAL REQUIREMENTS:** Prolonged periods of sitting at a desk and working on a computer. Ability to lift up to 25 pounds at a time. Periodic ability to travel long distances.

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**APPLICATION DEADLINE: September 21, 2020**

**Applicants should submit resume, cover letter, writing sample (3-5 pages), and three references electronically to Dr. Virginia Necochea, Executive Director at [vnecochea@nmelc.org](mailto:vnecochea@nmelc.org). All required documents must be submitted electronically. Incomplete submissions will not be considered.**

**Interviews may be conducted via online video conference based on guidance from government/health agencies.**

**The NMELC is an Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. Persons of color, women and LGBTQIA candidates are encouraged to apply.**

Visit us to learn more at [www.nmelc.org](http://www.nmelc.org)