



### **Development Director – Job Description**

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. The New Mexico Environmental Law Center works in partnership with community organizations, coalitions and other stakeholders to build multi-strategy campaigns that address the systemic polluting of low-income communities of color and advance community health and sustainability. **Black, Indigenous, People of Color (BIPOC), women and LGBTQ+ candidates are encouraged to apply.**

**JOB TITLE:** Development Director                      **SALARY:** 50K to 70K DOE  
**START DATE:** Negotiable                                      **REPORTS TO:** Executive Director

#### **JOB SUMMARY:**

The Development Director is responsible for leading the organization's overall funding portfolio that includes but is not limited to – foundation support, major donors, member donations, Environmental Justice Business Partners, among others. The Development Director works closely with the Executive Director in creating and carrying out all activities related to fundraising and development that adhere to the organization's mission and values.

#### **JOB LOCATION: New Mexico**

**Note:** NMELC is currently following a remote work plan due to the continued pandemic. **Applicants must live in or be willing to relocate to New Mexico.**

**COMPENSATION & BENEFITS:** Full-time/exempt annual salary of 50K to 70K depending on experience. NMELC offers a competitive benefits package that includes health, dental, and vision insurance, 403(b) employer match program, vacation, sick leave, holidays and sabbatical.

#### **DUTIES AND RESPONSIBILITIES:**

- Serves as chief strategist for securing membership, major donors, 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
- Manages prospect pool of major donors, building relationships and moving them from identification to closure
- Works closely with the Executive Director in planning meetings with donors and foundations
- Responsible for diversifying, maintaining, and growing organization membership
- Effectively cultivates, solicits and stewards a portfolio of top prospects with the ability to secure funding and gifts for the organization
- Creates, implements, expands and manages the Environmental Justice Business Program, our corporate and small business sponsorship program
- 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

- Responsible for the preparation of foundation grant proposals, budgets, reports, and correspondence to foundations
- Develop and maintain an up-to-date grant management calendar for tracking deliverables (e.g., LOI, proposal, and reporting deadlines); keep Executive Director and Finance Director informed in advance of all deliverable deadlines to ensure timely submittal
- Develops and implements 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
- Works with Board members to secure Board leadership in giving, fundraising, and enlisting support from others
- Supervises the development and implementation of fundraising events and special events
- Develops organizational and planned giving program and policies
- Work with other key staff in recruiting and training new volunteers that support the work of NMELC
- Provide ongoing support for other NMELC projects by coordinating with and supporting other staff as needed or requested.
- Other duties that support the work of the organization as assigned by executive director.

**REQUIRED SKILLS:**

- Must embrace the Law Center’s mission and be dedicated to working alongside communities on environmental justice issues
- Demonstrated commitment to racial and social justice, environmental justice and/or equity development work
- Knowledge of and commitment to the importance and integration of diversity, equity, and inclusion (DEI) initiatives and practices
- Strong desire and ability to effectively work with people from diverse backgrounds, including age, race, ethnicity, gender identity, and lived experiences
- 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
- Ability to work well independently and as a member of a highly integrated and diverse team
- Ability and willingness to work evenings and weekends to accommodate client and community schedules
- Demonstrated ability to solve problems and manage conflict

**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 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.

**APPLICATION DEADLINE: Open Until Filled**

**Applicants should submit a resume, cover letter, two writing samples minimum, 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.**

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 LGBTQ+ candidates are encouraged to apply.

Learn more at [www.nmelc.org](http://www.nmelc.org).