



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: 55K 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, planned gifts, 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: Santa Fe & Albuquerque, New Mexico

Note: NMELC is currently following a remote work plan due to the continued pandemic.

COMPENSATION & BENEFITS: Full-time/exempt annual salary of 55K to 70K depending on experience. NMELC offers a competitive benefits package that includes health, dental, and vision insurance, 403(b) program, vacation, sick leave, holidays and sabbatical.

DUTIES AND RESPONSIBILITIES:

- Serves as chief strategist for securing donations and planned gifts 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 and cultivating relationships
- Works closely with the Executive Director in planning meetings with donors and funders
- Assists with diversifying, maintaining, and growing organization base
- Effectively cultivates, solicits, and stewards a portfolio of top prospects with the ability to secure gifts for the organization
- Expands, implements, and manages the Environmental Justice Business Program (NMELC's 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
- Assists Executive Director and grant writer(s) with the preparation of foundation grant proposals, budgets, reports, and correspondence to foundations, as needed

- In consultation with Executive Director and grant writer(s), maintains 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 a comprehensive strategy for the appropriate acknowledgement of donors and stewardship of gifts
- 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
- 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 demonstrated 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, ability, and lived experiences
- Excellent interpersonal, written and verbal skills
- Willingness and ability to embrace new and innovative fundraising and membership growth strategies
- Experience with fundraising software and tools
- Creative, self-starter attitude
- Time management and flexibility with job duties
- Ability to work well independently and as a member of a highly integrated and diverse team
- Ability and willingness to work evenings and weekends
- 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. 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, parental status, military service, or other non-merit factor. Persons of color, women and LGBTQ+ candidates are highly encouraged to apply.

Learn more at www.nmelc.org.