



Development Associate – Job Description

The New Mexico Environmental Law Center (NMELC) is seeking applications for a Development Associate dedicated to NMELC’s mission of working with communities to advance environmental justice and human rights across the state. NMELC works in partnership with clients, community organizations, coalitions, and other stakeholders to build multi-strategy approaches that address and disrupt the systemic polluting of frontline communities and that work to advance community health and well-being. **Black, Indigenous, People of Color (BIPOC), women, LGBTQIA+, and other candidates from historically underrepresented groups are highly encouraged to apply. APPLICATION DEADLINE: Friday, May 26, 2023.**

JOB SUMMARY:

The Development Associate will help to maintain and expand the organization’s overall revenue portfolio and provide key support across various development-focused work such as cultivating and maintaining donor relationships, donor tracking, grants management and tracking, grant writing support, and event planning. The Development Associate will play a key role in helping to develop relationships with foundations, donors, businesses, and granting agencies and will take lead in helping to identify public and private grant and revenue opportunities that align with NMELC’s mission, vision, and strategic priorities.

JOB LOCATION: New Mexico

NMELC follows a hybrid work plan (both in office and remote). In-person work will primarily take place at our Albuquerque office location. Current work arrangements are subject to change.

COMPENSATION & BENEFITS: Full-time/exempt annual starting salary of 55K to 75K depending on experience. NMELC offers a competitive benefits package that includes employer-paid health, dental, and vision insurance, a 403(b) employer-match program, vacation, sick leave, paid holidays, and sabbatical after a qualifying period.

DUTIES AND RESPONSIBILITIES:

- Supports Executive Director in securing grants, donations, planned gifts, and other revenue sources needed to carry out the organization’s mission
- Supports in the development of annual and long-range strategic fundraising plans
- Assists Executive Director with grant deliverables including the preparation of foundation grant proposals, letters of inquiry, reports, and correspondence to foundations
- Ensures that grants are aligned with NMELC programs, services, and projects, especially ensuring that grants align to mission and goals of NMELC
- Maintains an up-to-date grants management calendar for tracking deliverables (e.g., LOI, proposal, and reporting deadlines) and keeps Executive Director informed in advance of all deliverable deadlines to ensure timely submittal
- Consistently communicates with Executive Director (including development contractors) regarding grant prospects, proposal and reporting requirements, and deadlines
- Takes lead in ongoing grant prospect research that includes - actively researching, analyzing, and identifying funding opportunities in support of NMELC priorities, including thoroughly reviewing information on funding available from public, private, and corporate sources

- Coordinates grant evaluation and other outcome metrics as needed for specific grants
- Assists with appropriate acknowledgement of donors, foundations, and stewardship of gifts
- Works closely with the Executive Director in planning meetings with donors and funders
- Assists with diversifying, maintaining, and growing organization donor base and cultivating donor relationships
- Tracks monthly fundraising progress toward goal achievement and ensures the preparation and distribution of informative reports on progress toward goals, prospect strategies and prospect donors
- Expands, implements, and manages the Environmental Justice Business Program (NMELC's corporate and small business sponsorship program)
- Supports Executive Director with Board Development Committee and helping to secure Board giving, fundraising, and enlisting support from others
- Manages and implements the development of fundraising events and other special events
- Manages organizational and planned giving program
- Supports NMELC Organizational Development team (including development contractors) with other development-related projects and activities including donor outreach, general fundraising activities, and special events
- Other duties that support the work of the organization as assigned by Executive Director

REQUIRED SKILLS:

- Must embrace NMELC'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
- Strong knowledge of nonprofit development and fundraising processes
- Demonstrated ability to support successful proposals across diverse funding sources
- Must have the ability to connect funding to NMELC's strategic priorities and communicate the connection to a broad and diverse audience
- Must be flexible and have the ability to meet deadlines and complete work in short time periods as necessary
- Proficiency in Microsoft Programs, G-Suite, and ability to learn and navigate other computer programs, software, databases, apps, etc.
- Excellent interpersonal, written, and verbal skills including keen attention to detail and strong editing skills
- Willingness and ability to embrace new and innovative fundraising strategies for NMELC
- Creative, self-starter attitude
- Great time management and flexibility with job duties
- Ability to work independently and as a member of a diverse team
- Ability and willingness to work evenings and weekends, as needed
- Demonstrated ability to solve problems and manage conflict in a manner that promotes learning and growth
- Ability to handle confidential matters with integrity

PREFERRED SKILLS:

- Bilingual (Especially Spanish and/or Indigenous 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 at least 3 to 5 years of experience in non-profit development with a proven record of success in fundraising, grant writing, and/or grant management.

PHYSICAL REQUIREMENTS: Prolonged periods of sitting at a desk and working on a computer. Ability to lift up to 25 pounds at a time. Occasional travel required.

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Applicants should submit a resume, cover letter, two writing samples, 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 Zoom or in person.

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. **Black, Indigenous, People of Color (BIPOC), women, LGBTQIA+, and other candidates from historically underrepresented groups are highly encouraged to apply.**

Learn more at www.nmelc.org.