



JOB ANNOUNCEMENT

Director of Philanthropy

August 28, 2009 or until filled

THE ORGANIZATION

Founded in 1995, Women's Voices for the Earth (WVE) is a national organization that engages women to advocate for the right to live in a healthy environment. We uniquely focus on the intersection of the women's movement and environmental health, leveraging the collective power of women's voices to reduce environmental hazards that adversely impact women and their families. WVE confronts environmental pollutants that are linked to chronic illness and cancer. By engaging women in corporate and legislative advocacy efforts, WVE has significant impact on women's environmental health.

THE OPPORTUNITY

Women's Voices for the Earth is a national organization headquartered in Missoula, MT. Our staff is small, entrepreneurial and highly effective. We are seeking a dynamic self-starter to join our team in an exciting new position.

THE POSITION

WVE seeks a development specialist with an excellent track record and significant experience securing major gifts and foundation grants. The Director of Philanthropy will be charged with helping us increase our annual budget (currently at \$500,000) by expanding our base of major donors. The Director of Philanthropy is a new position that will work with the Executive Director and development staff to implement a multi-year high-level individual donor campaign that will grow WVE's annual operating income and cash reserve and create an engaged philanthropic donor base. This position reports to Executive Director, serves on the staff leadership team, and works with WVE staff to enable tracking of donor data.

RESPONSIBILITIES

Major Gifts:

(To date most of WVE's income has come from foundations. Developing a major gifts program will be the Director of Philanthropy's priority.)

- Lead targeted research and develop the strategies and relationship-building activities required

to attract major donors (gifts over \$1000) and high-level individual donors (gifts over \$5,000). Support and coordinate with the senior staff and board leadership to cultivate and solicit major donors. Educate the staff and board and develop their capacity to support major gifts fundraising.

- Develop a major donor program that includes cultivation events showcasing WVE's work. Elicit compelling cases, issues, success stories and quotes from board and staff, and from women who have been involved with WVE's work.
- Create appropriate written communications geared to engaging the interest of individual donors.
- Ensure ongoing communication with individual donors, and timely thank-you notes.
- Institute appeals and the other elements of an ongoing annual fund effort.
- Lead the entire organization to excel in both donor cultivation and stewardship.

Foundation Gifts:

- Oversee and analyze research to identify new sources of foundation giving.
- Assist with the strategic positioning of programs as they relate to fund development.
- Work closely with senior leadership to nurture and develop new relationships with program officers and other foundation personnel as needed.

Senior Management Activities:

- Provide development training and support to WVE staff, Board of Directors, Advisory Council, and volunteers.
- Collaborate as needed with other WVE staff across WVE's programs.

QUALIFICATIONS

Required:

- At least five years proven fundraising experience, preferably in a non-profit
- Proven track record cultivating, soliciting, and stewarding various donor constituencies
- Experience in creating and implementing strategies to obtain and keep new mid to high level individual donors
- Familiarity with major gifts programs, including prospect research, cultivation, personal solicitation, acknowledgement, and recognition
- Knowledge of charitable solicitation rules and regulations
- Excellent writing and oral communications skills
- Ease working with high-dollar donors
- Creative problem-solver, strategist and conceptual thinker
- Excellent communicator, networker and friend-builder
- Commitment to sustainable and ethical fund development and progressive social change
- Flexible self-manager and team builder
- Political, social and technological savvy
- Computer proficiency in MS Office and experience with donor data management and fund development analytics (familiarity with E-Tapestry a plus)
- Ability to work remotely and willingness to travel
- Bachelor's degree or comparable experience

- CFRE desirable

Helpful, but not required:

- Familiarity with environmental health and women's health issues
- Previous experience in the environmental health movement

TERMS AND COMPENSATION

Location:

Women's Voices for the Earth (WVE) is a national organization with headquarters in Missoula, MT. This position may be located in a select number of cities, including but not limited to: Seattle, WA; Los Angeles, CA; Chicago, IL, New York City, Washington, DC; or other major metropolitan cities.

Salary and Benefits:

Competitive salary, based on experience and location. Benefits include health insurance, retirement plan matching contribution, and a generous leave policy.

We will consider applicants for a full-time or part-time (at least half-time) position.

APPLICATION PROCESS

Please send a cover letter, resume and three references by email to erin@womenandenvironment.org and jean@womenandenvironment.org. Applications will be accepted until position is filled. No phone calls please.

Women's Voices for the Earth is an Equal Opportunity Employer. We are dedicated to engaging women across the spectrum of U.S. society, including the women most impacted by environmental harm. Toward that end, we seek to create and sustain diverse organizational leadership among our staff, board, and partners. Women and people of color are strongly encouraged to apply.