

Solar Cookers International (SCI) is hiring a Development Manager

Mission

Solar Cookers International (SCI) improves human and environmental health by supporting the expansion of effective carbon-free solar cooking in world regions of greatest need. SCI leads through advocacy, research, and strengthening the capacity of the global solar cooking movement.

The Position

Solar Cookers International is seeking a Development Manager who appreciates the exciting role philanthropy plays in a well-lived life, and who enjoys developing relationships with people to help make their compassionate goals a reality. The successful candidate will work with existing staff to enhance past efforts and launch new endeavors for a stronger fundraising organization to achieve mission goals.

A candidate who has high energy, maturity, and leadership with the ability to serve as a unifying force and to position fundraising discussions at both the strategic and tactical levels will be a good fit for the organizational culture. Proven success in reaching, often exceeding, fundraising goals is a must. A candidate who is a self-starter, able to work independently, is entrepreneurial, and who enjoys creating and implementing new initiatives, will enjoy working with the SCI staff.

Essential Responsibilities

The duties described below are provided as examples and are not to be considered as exclusive or all inclusive:

Plan, develop, and implement the donor program; build a portfolio of donors and prospective donors. Manage the portfolio to ensure that timely steps are taken toward major gift solicitation. Draft proposals for specific donors for funding initiatives/campaigns as necessary.

Establish ongoing relationship with donors; coordinate and conduct regular cultivation and stewardship communications through mailings, phone calls, meetings, events and solicitations. Identify potential major gifts, and work with the Executive Director to develop cultivation and solicitation strategies.

Perform acknowledgement and thank you activities, such as phone calls, emails, letters and hand-written notes, and funded-initiatives status reports.

Establish annual performance and financial goals in conjunction with the Executive Director and develop plans and strategies to achieve those goals.

Oversee development and implementation of annual direct mailing plan. Currently this involves four appeals, two newsletters, and an annual report.

Monitor and evaluate the efficiency and effectiveness of development methods and procedures; identify opportunities for improvement and review with the Executive Director.

Develop and grow SCI's Legacy Circle.

Essential Knowledge and Skills Required

Knowledge of the major aspects of fund development.

Knowledge of the principles and practices of project management.

Skills to conduct donor research (accessing information about, and methods for, contacting potential donors) and major donor cultivation.

Written and oral communication techniques and methodologies, including public speaking.

Ability to prioritize, plan, schedule and coordinate work processes necessary to carry out responsibilities.

Ability to write and edit clear and concise proposals and status reports and write and edit compelling and effective appeals.

Qualifications

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying.

A minimum of three years of progressively responsible, full-time professional experience in development and fundraising. The ideal candidate will have development experience, ideally in an “in-house” leadership role within a complex nonprofit organization, and covering areas such as direct mail, donor and member communications, major gift asks, and database management. Knowledge of donor-centric fundraising models, and experience with donor database management, Microsoft Word, Excel, and SharePoint is preferred. The successful candidate will have at least a bachelor’s degree.

Preferred: CFRE certification.

Application Requirements

Submit resume or CV, cover letter with salary requirements, and two examples of original donor communications emailed as ONE PDF attachment titled [lastname], [firstname].pdf. to Caitlyn Hughes, Executive Director, at caitlyn.hughes@solarcookers.org. A hyperlink to an online portfolio of work may also be submitted. Candidates are responsible for ensuring receipt of application materials. Applicants must be eligible for employment in the US.

Compensation

This is a full-time, hourly position, paying in the range of \$63,000 - \$75,000. Compensation commensurate with experience. SCI provides health, vacation, sick leave and other benefits.

Timeline

The position is available starting March 16th. SCI would like to have the right candidate in place as close to that date as possible.

**Contact: Caitlyn Hughes at caitlyn.hughes@solarcookers.org
916-455-4499**

www.solarcookers.org