

International Rivers

Director of Development Job Description May 2016

International Rivers:

International Rivers envisions a world where healthy rivers and the rights of local communities are valued and protected. Since 1985, International Rivers has been at the heart of the global struggle to protect rivers and the rights of communities that depend on them. Armed with on the ground evidence and cutting edge research, International Rivers mobilizes civil society and communities to advocate for improved river basin governance, transparent and accountable energy infrastructure, and human rights. We have been the driving force behind iconic campaigns to protect the world's great rivers from harmful projects and pioneered global policy solutions. We are a global organization headquartered in Berkeley, California supporting regional offices in Asia, South America and Africa.

The position:

International Rivers is seeking a dynamic, motivated leader to build a development program that can support its new strategic direction. The Director of Development should have an appetite for program building and be able to balance being an out-the-door fundraiser with being a department leader.

The Director designs our development strategy, cultivates and stewards major donors, including family foundations, supports the Development Committee and the Board in fundraising, and staffs the Executive Director. The Director is a member of International Rivers senior leadership team who works closely with the Board and Executive Director to ensure the financial well-being of our organization. The Development Director supervises our small and nimble Development team, including a Grants Manager and a Development Coordinator. This is a full-time, exempt position based in Berkeley and reports to the Executive Director.

Responsibilities Include:

Planning and Budgeting

- Plan, implement, and evaluate a multi-pronged fundraising program emphasizing individual donors and institutional funders.
- Develop work plans, annual budget, and fundraising projects.
- Assist finance staff with budget preparation and control, cash flow projections, and audits.
- Ensure compliance with IRS rules pertaining to fundraising.
- Evaluate fundraising activities and opportunities by monitoring the fundraising environment and analyzing internal data.

Major Donors

- Personally manage a portfolio of major donors.
- Manage the major gifts program, including development and implementation of strategies to recruit, steward and cultivate major donors.
- Facilitate engagements between major donors and Executive Director, Board members, and program staff. Staff the Board and Executive Director in fundraising.
- Serve as the liaison to the Board of Directors regarding fund development activities, attend Board meetings and staff the Board's Development Committee.

Annual Donors and Events

- Supervise and support the Development Coordinator to maintain and expand the base of individual supporters in the US and abroad.
- Oversee on- and off-line annual fundraising appeals and the development of on-line giving platforms; coordinate with the Communications Department.
- Oversee cultivation and periodic fundraising events. Recruit business sponsors and enroll host committee members for events.

Institutional Giving

- Collaborate with the Grants Manager in the development and submission of funding requests and reports to institutional donors, particularly family foundations.
- In collaboration with Regional and Program Directors, support the development and coordination of multi-year fundraising plans for regional offices, including Brazil, India, South Africa and China.

Management

- Serve on the International Rivers Management Team and help develop and implement policies and procedures to support professional, effective, and transparent operations.
- Hire, train, supervise, and evaluate Development Department staff and volunteers.
- Other duties as assigned.

Qualifications:

- A passion for protecting the world's rivers and the communities that depend upon them;
- Five or more years of experience as a professional fundraiser, preferably for environmental or social justice organizations;
- A proven track record of effectively soliciting philanthropic gifts;
- Demonstrated leadership in designing, managing, and implementing a comprehensive development program, including major gifts, institutional grants, and membership-building strategies;
- Ability to speak clearly, write persuasively, and listen attentively;

- Experience managing multiple projects with deadline pressures and competing priorities;
- Ability to work collaboratively with other staff, Board members, and volunteers;
- Valid California driver's license and access to a personal motor vehicle;
- Ability and willingness to travel within the US, and to work some evenings and weekends;

What you can expect from us:

We'll reward you through a combination of exciting and creative work together with a sector competitive salary and benefits package, high levels of engagement and involvement, and a commitment to your development.

Benefits include health care, competitive leave allowance, a sabbatical policy, and opportunities to work flexibly in an engaging and friendly environment.

How to Apply:

All applications should consist of a CV and a separate Cover Letter. Please direct applications or enquiries to jobpost@internationalrivers.org with "Director of Development - YOUR NAME" in the subject line. Please include your salary requirements. This position is open until filled. International Rivers is an equal opportunity employer and offers a stimulating, casual, and flexible work environment.

We aim to be a diverse and inclusive place to work. We value new perspectives, original ideas and different ways of working. We believe that diverse views and experiences improve the way we do our work. International Rivers is an equal opportunity employer and encourages applications from all qualified candidates regardless of race, color, religious belief, gender identity or expression, sexual orientation, disability, age, or other groups as protected by law.