



THE SUSTAINABILITY INSTITUTE

DIRECTOR OF DEVELOPMENT Charleston, South Carolina, USA

We are a nonprofit organization with a relentless passion for empowering vulnerable individuals and families, a belief that housing should be affordable, safe, healthy, and responsible for all, and a vision for Lowcountry communities that are sustainable and resilient for generations to come.

Established in 1999, The Sustainability Institute (SI) strives to be a trusted partner to neighborhoods undergoing change, a place where at-risk and disadvantaged people find a voice through service-learning and a supportive environment, and a facilitator and implementer of innovative community projects that teach, demonstrate, and inspire. Our diverse portfolio of work includes sustainability consulting and planning for municipalities, a broad range of green jobs/ workforce training programs focused on building and home performance, a city-wide energy efficiency program, a weatherization service, and an AmeriCorps program in its 11th year that is hard at work building the next generation of conservation leaders in our community.

2021 brings a new dimension to SI's work with our AmeriCorps program now focusing on critically important land conservation activities and projects to combat and mitigate climate change impacts in our national forests, national wildlife refuges, regional parks, and urban neighborhoods.

The Sustainability Institute is currently seeking an experienced, nonprofit fundraising professional to join our dynamic and growing team in a part-time Director of Development position. The ideal candidate will be highly organized and will have experience cultivating relationships and soliciting contributions with high-level donors, developing and executing fundraising strategies and plans, leading major gifts programs, and producing communications materials that support fundraising efforts.

Core Duties & Responsibilities:

- Co-produce a new resource development plan with our fundraising consultant and Board committee that aligns with the organization's strategic plan, business plan and annual budget.
- Meet with prospective donors and supporters on a continual basis to cultivate relationships and establish effective communications with them.
- Work closely with Executive Director, Board of Directors, Director of Programs, and fundraising consultant.
- Grow a major gifts program including identification, cultivation and solicitation of major donors.
- Direct an Operating Reserves campaign and other major fundraising drives.
- Oversee fundraising database and tracking systems.
- Oversee creation of marketing and communications publications to support fund raising activities.
- Maintain gift recognition programs.
- Perform other duties as required.



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- Hours are flexible

Desired Qualifications & Experience:

- Bachelor's degree in business, marketing or nonprofit leadership.
- 5 years minimum experience in professional fundraising.
- Have knowledge and experience in fund raising techniques, particularly major gift fundraising.
- Strong relationship building and solicitation skills.
- Strong listener, who is attuned to community needs, knows how to build trust, and will help us build authentic relationships with both the communities and individuals we serve as well as the donor community.
- Persuasive writing skills, strong verbal communication and the ability to interact at the executive level.
- Masterful organizational skills and the ability to work both independently and in a team setting.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Be a “self-starter” and exhibit “follow through” on tasks and goals.
- Proven marketing skills with experience creating marketing materials, social media and advertising campaigns.
- Experience with CRM and/ or donor tracking software.
- Understanding of nonprofit budgeting and accounting.
- Out-of-the-box thinker with high degree of adaptability and a propensity for creative problem-solving.

Must-Haves:

- 21 years or older.
- 4-year degree in applicable field.
- Pass criminal background check.
- Experience as a fundraising professional.
- Proficiency working with Microsoft Office Suite, including Word, Excel and PowerPoint.
- Demonstrated ability to lead by example, including embracing a sustainability-oriented lifestyle.

Other Need-to-Knows:

The Sustainability Institute is committed to providing equal employment opportunity to our employees and applicants. Hiring and promotional decisions are made without regard to race, color, gender, religion, national origin, age, or marital status. The Sustainability Institute does not tolerate discrimination against anyone protected under federal or state law.

To Apply:

Please submit a cover letter, resume, and at least three references in a single PDF file to Bryan Cordell (he/ him), Executive Director: Director@sustainabilityinstitutesc.org. This position is open until filled.