Position Title: Development Manager (Full-Time, Exempt)

Organization Overview:
EcoAdapt is a non-profit organization headquartered on Bainbridge Island, WA that was founded by a team of some of the earliest climate change adaptation thinkers and practitioners in the field. Our one goal is creating a robust future in the face of climate change. We bring together diverse players to reshape planning and management in response to rapid climate change. The team is distributed throughout the United States and provides support, training, and assistance to help all aspects of society (government agencies, organizations, and individuals) determine how to do what they do effectively even with the challenges of climate change. Please explore what we do at [EcoAdapt.org](http://EcoAdapt.org).

Position Overview:
EcoAdapt seeks a proactive and motivated individual for the full time position of Development Manager located on Bainbridge Island, WA or surrounding area. A Development Manager at EcoAdapt is a dynamic and creative professional fundraiser responsible for securing donations, sponsorships and grant revenue, executing fundraising activities and events, and developing relationships for EcoAdapt and its programs. Applicants should be comfortable working in a fast-paced, team-oriented environment and demonstrate flexibility, extreme attention to detail, and a commitment to supporting EcoAdapt’s mission and goals.

Location:
Bainbridge Island, WA or surrounding area.

Responsibilities:
- Implement a fundraising strategy and plans to achieve goals of full funding while working in partnership with the operations and programmatic teams to ensure EcoAdapt’s stability and longevity.
- Develop a fundraising portfolio, identify new funding partners and opportunities and take initiative to solicit for fundraising.
- Cultivate and nurture successful and productive relationships with current and potential funders. Regularly and consistently communicate with funders to promote EcoAdapt’s successes.
- Network effectively to ensure EcoAdapt is maximizing opportunities for funding.
- Prepare and deliver multiple project and general funding proposals, letters of interest and enquires each month.
- Track and analyze fundraising performance to inform and adapt fundraising plans and strategy.
- Develop communication and outreach materials relevant to program fundraising needs. Work with the EcoAdapt team to develop relevant content for inclusion in fundraising materials.
- Communicate effectively and maintain productive relationships with diverse collaborators, partners, and stakeholders.
- Write compelling grant proposals and concept notes appropriate for funders of various sectors.
- Maintain organized and appropriate records of all fundraising contacts and activity.
- Maintain an up-to-date awareness of EcoAdapt’s programs and climate change adaptation so fundraising activities are appropriate and current.

Successful candidates should meet the following criteria:
- Ability to work independently from home (e.g., internet access, phone)
- Thrive as a team player with strong interpersonal skills resulting in exceptional rapport with people
- Able to deal courteously, professionally, and tactfully with the general public in a variety of circumstances
- Well-developed skills in prioritizing, organization and time management
• Ability to accommodate national travel
• Extreme attention to detail
• English speaking and comprehension fluency

Qualifications:
• Bachelor’s Degree in Business, Communications or related field preferred, with six years fundraising related work experience, or equivalent combination of education and experience.
• Experience leading fundraising activities for nonprofit organizations resulting in >$300,000 annual income.
• Professional-level verbal and written communication skills, including compelling proposals writing, idea pitching, and marketing.
• Demonstrable experience fundraising for technical research programs and conferences/events. Experience fundraising for professional or scientific conferences, climate change/environmental research, and/or conservation issues preferred.
• Experience managing a portfolio of funders, sponsors and exhibitors.
• Proven relationship-building skills, with the ability to engender trust and loyalty from funders and partners.
• Strong and proven negotiating skills.
• Exceptional attention to detail and follow-through.
• Strong organizational and computer skills. Familiarity with online grant submission and tracking systems preferred.
• Proven ability to work independently in a self-driven way, as well as with a dynamic team.
• Very comfortable with online meeting, webinar and teleconference interactions; and cloud-based collaboration and file sharing systems.

Compensation:
Compensation is competitive and negotiable. EcoAdapt offers a generous benefits package, paid time off and sick leave.

EcoAdapt’s policy is to provide compensation that is fair, reasonable and consistent with the compensation paid in the nonprofit sector for positions of comparable complexity and responsibility without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age, disability, veteran status or any other basis protected by law.

To Apply:
Interested candidates should send a complete application assembled in one email to careers@ecoadapt.org. A complete application includes: cover letter, curriculum vitae, two writing samples that exemplify your proposal writing and marketing skills (must include a successfully funded grant proposal that resulted in an award of $100,000 or more written by you, any names should be deleted), voluntary EEO self-identification form, and employment application form (save to your desktop, open with Adobe Acrobat Reader, fill out form and save changes before including in email). Completed applications are due by the end of the day January 10, 2020. Please indicate “Development Manager -EcoAdapt” in the subject line of all email correspondence. No phone calls or faxes please.

Your cover letter should include the following:
1) Highlights of your qualifications that meet the position’s specific needs
2) A brief explanation of why this is the ideal job for you
3) Your salary requirement and justification

EcoAdapt is an equal opportunity employer, committed to creating a dynamic, multicultural, diverse working environment. Individuals from all backgrounds are encouraged to apply, including persons with disabilities and veterans.