



Job Description: Development Manager

Organization: Climate Resilient Communities

Location: Palo Alto, CA (Hybrid remote)

ABOUT CRC:

Climate Resilient Communities (CRC) is a community-based organization dedicated to serving the Peninsula's low-income residents and communities of color by empowering them to implement climate solutions that bring about unity and resilience in East Palo Alto, Belle Haven (Menlo Park), Redwood City, and North Fair Oaks. CRC partners with other organizations to meet community-identified needs, through programs that advance youth education and leadership development, assist local residents in accessing home energy audits, weatherization, and subsidized solar panels, as well as other projects. CRC began as a program under Acterra and has recently spun off into a separate, fiscally-sponsored organization on track to obtain 501(c)(3) status in 2022. Through this opportunity, you will be part of an exciting and growing organization, and have a unique chance to interact with and learn from experienced community leaders, and contribute to building climate resilience in a way that centers and empowers community voices.

PURPOSE:

In collaboration with the broader CRC team, the Development Manager will spearhead our fundraising and donor relationship efforts. As the primary force behind CRC's resource mobilization, the Development Manager will design and implement comprehensive fundraising strategies, identify and cultivate potential donors, manage grants and corporate giving opportunities, and oversee donor database systems. This role requires deep engagement with both internal teams and external partners, ensuring alignment of CRC's mission with fundraising endeavors. The ideal candidate will be deeply connected to, or have a profound understanding of, the communities we serve (East Palo Alto, North Fair Oaks, Belle Haven, or Redwood City). A passion for community engagement, social justice, and environmental sustainability, combined with a proven track record in nonprofit development, will be critical for success in this role.

How We Will Support Your Success:

- Mentorship and dedicated support from experienced nonprofit fundraisers and leaders who serve on the CRC board of directors.
- Professional development budget and capacity building opportunities via existing grants.
- An organizational fundraising culture where everyone participates and supports the organization's fundraising goals

Position Overview:

The Development Manager will be a pivotal figure within our rapidly growing nonprofit, which boasts deep regional relationships. As we expand our impact and reach, this role will play a foundational part in potentially building and leading a development team. In the initial stages, the successful candidate will be expected to wear multiple hats, seamlessly transitioning between tasks while nurturing our organization's ethos and mission. This role demands a passion for relationship-building, a keen understanding of donor database systems, and a commitment to climate resilience for frontline communities.

Key Responsibilities:

Relationship Management and Development: 50%

- Cultivate, establish, and maintain strong relationships with donors, partners, and community leaders.
- Organize and attend community and donor events, workshops, and meetings to foster relationships and better understand the needs of frontline communities.
- Engage donors and stakeholders with regular updates and news about our initiatives and impact.

Donor Database Management: 10%

- Oversee the donor database system, ensuring accurate and timely data entry, extraction, and analysis.
- Optimize database operations
- Train staff on effective database use and ensure compliance with data privacy regulations.

Resource Mobilization: 30%

- Develop fundraising strategies and campaigns tailored to various donors, ensuring alignment with our mission and community needs.
- Track and report on fundraising metrics, providing insights and recommendations to optimize efforts.
- Work closely with the communications team to produce high-quality donor materials and reports.

Strategic Planning and Execution: 5%

- Collaborate with senior leadership to set development goals, aligning with the nonprofit's strategic objectives.
- Stay updated on trends in climate resilience, nonprofit fundraising, and community engagement, integrating innovative approaches into our development strategy.

Team Leadership and Collaboration: 5%

- Provide mentorship and guidance to the development team, fostering a collaborative environment.
- Collaborate with other departments to ensure seamless execution of development projects and campaigns.

Qualifications:

- Bachelor's degree in a related field (e.g., Nonprofit Management, Environmental Studies, or Business).
- Minimum of 5 years of experience in nonprofit development, with a proven track record of successful relationship building and management.
- Proficiency in donor database software.
- Exceptional interpersonal and communication skills, both written and verbal.
- Passionate about climate resilience and community empowerment.
- Strong analytical and strategic thinking abilities.
- Candidates with professional and/or lived experiences working/living in frontline communities are strongly preferred.

Benefits:

- Health, Dental, and Vision Insurance covered at 100% for employees and 50% for dependents.
- 4 Weeks of PTO.
- 403(b) plan with 3% company match.
- \$80 monthly internet and phone benefit.
- Volunteer Time Off.
- Hybrid work schedule.
- Professional development and education benefits.

COMPENSATION:

This is a full-time position. Your schedule may vary based on need and may include evening and weekend hours on a semi-regular basis. The rate for this coordinator role will be an annual targeted salary of \$90,000-\$110,000. CRC strives to provide equitable and competitive compensation for all of its employees, including generous paid time off and a retirement match. CRC offers a highly collegial work environment. This role offers the opportunity to make a meaningful impact. Professional growth opportunities available.

APPLY:

Applicants should submit a substantive and thoughtful cover letter describing their interest in the position and making the case for the relevance of their experience. The cover letter should be

submitted together with a current resume to this [google form](#) or to joel@evergreencollective.org. Applications missing a cover letter or resume will not be considered. Applications will be accepted until the position is filled. If selected for the process, expect a phone screen, a one-on-one, and a group interview.

CRC does not discriminate in employment because of age, gender, race, national origin, or sexual orientation. We value inclusion and equity in our programs, leadership, and hiring practices.