

Development Manager

New Position

Search Open February 4, 2019



Acadia Center is seeking an energetic and highly-organized Development Manager to coordinate the fundraising strategy and activities of the organization. This is a key role in helping to grow and sustain the organization. The successful candidate will be analytical and creative, collaborate well with a passionate and fun staff, and coordinate and manage multiple projects. This Development Manager will work closely with the organization's lead management team. The successful candidate will have the opportunity to help establish a professional fundraising and donor relations function. The position will require managing relations with Acadia Center's current, long-standing funder and donor partners, as well as supporting efforts to broaden Acadia Center's funder and donor base. The position is a self-starter keen to establish a career in fundraising and with a deep commitment to securing a clean energy, climate friendly future that benefits all people.

Position

Responsibilities

The Development Manager will:

- Assist with annual development goal setting and track progress towards those goals.
- Implement, manage, and strategically use donor database
- Plan and execute strategies for identification, cultivation, solicitation, and stewardship of prospects, donors, and foundations
- Research potential new donors and foundations and conduct outreach to them
- Maintain correspondence with existing and prospective donors in a timely and professional manner
- Prepare proposals and grant reports and support managers/executive director with proposal and grant report writing
- Ensure the submission of timely and professional grant reports in appropriate formats
- Help prepare the staff for meetings with donors and, when required, accompany the executive director to donor meetings
- Manage the fundraising schedule of the president and others
- Assist in the creation of development related marketing materials and communications.

Key Qualifications

The ideal candidate should have the following experience and qualifications:

- Bachelor or advanced degree plus 3-5 years' experience working in non-profit organization fundraising department
- Demonstrated commitment to the mission of the organization; ability to grasp and communicate complex policy ideas and goals of the organization's work in clear, accessible, and compelling ways
- Strong writing and interpersonal skills with ability to work independently and collaboratively
- Demonstrates a very high level of organization; a strong ability to prioritize tasks to meet multiple deadlines
- An understanding of 501(c)(3) nonprofit legal issues/structures

acadiacenter.org • admin@acadiacenter.org • 207.236.6470 ext. 001

Boston, MA • Hartford, CT • New York, NY • Providence, RI • Rockport, ME

- Experience working with a fundraising or CRM database is preferred
- Fluency in Microsoft Office
- Ability and willingness to travel to Acadia Center offices and to donor and foundation locations

Compensation

This is a full-time, exempt, salaried position. This position is intended to be based in Boston but other locations could be considered for the right candidate. Acadia Center compensation is highly competitive with peer non-profit groups and salary is commensurate with the selected candidate's experience and skill level. Benefits include health care, dental, retirement, disability, and vacation benefits.

Organization

Founded in 1998, Acadia Center is a leading non-profit working to advance a low carbon, clean energy economy in the northeastern United States that benefits all. The organization focuses on high quality research, develops ideas to reform state, local and regional policies and works to implement change. Acadia Center emphasizes a commitment to use data and research to demonstrate the energy, climate, health, consumer and equitable distribution potential of reforms and build awareness and diverse support for its program. For more information, please visit <http://acadiacenter.org>.

Acadia Center staff is based in offices in Rockport, ME; Boston, MA; Providence, RI; Hartford, CT; Norwich, VT; and New York. Acadia Center researches, develops and advocates innovative policies that tackle the region's environmental challenges while promoting sustainable economies. Acadia Center's Climate and Energy Analysis Center (CLEAN) fills a needed role for targeted, reliable data and policy analysis. Acadia Center has a unique capacity to combine a wide range of data sources, complex technical research, and economic, health and consumer analysis into useful information for policy makers, the media and the public. Our work is highly regarded among non-profits, business, consumers, public officials and the media and is used widely to help advance clean energy and climate solutions at the state, regional and federal levels. Acadia Center has received Charity Navigator's highest 4 Star rating for fiscal management and devotion of revenues to program work.

To Apply

To apply, please send a cover letter of interest, resume, and at least two professional references to careers@acadiacenter.org. Please insert **Development MRG** in the subject line, and indicate where you saw the posting in the body of the email. Phone calls will not be accepted.

Acadia Center is an Equal Opportunity Employer. Acadia Center seeks to recruit, hire, and provide opportunities for advancement without regard to race, color, creed, religion, sex, pregnancy, age, national origin or ancestry, physical or mental disability, gender, gender identity and expression, sexual orientation, genetic information, marital or civil union status, military service, citizenship, or any other characteristics and traits protected under applicable federal, state or local law.