

Job Description

Position: Development Leader

Reports To: Vice President, Investment and Development

Status: Full-time, Exempt

Location: Schnecksville (Lehigh Valley), Pennsylvania

Work for a purpose. At Sustainable Energy Fund, each day is about moving society closer to a sustainable energy future. A future in which today's energy needs are met without compromising the ability of future generations to meet their needs.

Position Summary

The position leads all fundraising and donor engagement efforts to ensure the organization's long-term financial stability. This position develops and executes a comprehensive fundraising strategy that includes individual giving, major gifts, grants, and corporate sponsorships.

Key Responsibilities

Fundraising Strategy and Leadership

- Develop and implement an annual fundraising plan with measurable goals.
- Oversee all revenue streams: individual giving, foundations, corporations, and government grants.
- Create new events and assist Vice Presidents, Outreach and Education with event execution.
- Create and manage a donor stewardship plan.

Donor and Relationship Management

- Cultivate, solicit, and steward major donors and prospects.
- Conduct regular donor communications, including impact reports and personalized outreach.
- Maintain accuracy of donor records.

Grant Writing and Engagement

- Research funding opportunities aligned with values, mission, and programs.
- Lead grant proposal development, submissions, reporting, and compliance.

Communications and Collaboration

- Work closely with program and finance teams to develop strong cases for support.
- Support marketing efforts to increase visibility and donor engagement.

Qualifications

- Bachelor's degree.
- 3 plus years of fundraising experience, preferably in the nonprofit sector.
- Demonstrated success in securing individual and institutional funding.

- Strong writing, communication, and relationship-building skills.

Salary Range - \$50,000-\$80,000

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