

DIRECTOR OF DONOR ENGAGEMENT

POSITION SUMMARY

If you are interested in working for an organization with an expansive vision to improve the quality of life for all who call the Charlotte area home, we invite you to apply for the Director of Donor Engagement position.

[Sustain Charlotte](#) believes in the power of education, advocacy, and community engagement to create needed and lasting change. We seek an organized, experienced, and driven individual to work closely with our [Executive Director](#) to lead our fundraising efforts.

Sustain Charlotte receives financial support from over 600 individuals, businesses, foundations, and government agencies. As the organization's standing in the community has grown, so too has the opportunity to deepen relationships with the institutions and individuals who share our passion for a sustainable community. We seek an individual who can further develop these relationships and increase giving. This is an ideal opportunity for a "people person" who is passionate about our community's equity, environment, and economy.

ABOUT SUSTAIN CHARLOTTE

Sustain Charlotte is a forward-thinking, dynamic, and highly impactful small nonprofit in Charlotte with a current team of ten employees and contractors. Through education, advocacy, and community engagement, we work to inspire choices that lead to a healthy, equitable, and vibrant community for generations to come. While we are a go-to source of local sustainability information and best practices through events such as our annual Sustain Charlotte Awards, we focus on advocating for smart growth and transportation choices. We make the Charlotte region better for all who live here. Advancing racial equity through our work is a top priority for us.

DUTIES & RESPONSIBILITIES

The Director of Donor Engagement leads resource development activities toward generating \$800,000-\$1,000,000 annually. Key responsibilities include:

Development Strategy and Execution

- In partnership with the Executive Director, craft an annual development plan outlining strategies to sustain and increase annual support from businesses, events, foundations, and individuals.
- Create multi-year strategies for implementing a moves management model of resource development, prospecting, recruiting, engaging, soliciting, and stewarding donors and sponsors.

Corporate Membership

- Lead efforts to grow our corporate partnership program, building relationships inside companies and creating win-win, business-centered partnerships.

Donor Engagement

- Develop and oversee a comprehensive engagement strategy to attract and retain individual donors.
- Coordinate with staff, board members, and other volunteers to attract and steward major donors.
- Responsible for attracting, retaining, and cultivating major donors (\$500+) in concert with the Executive Director.

Board and Staff Engagement

- Engages the Board of Directors and staff to expand the donor network and ensure that donors are connected to all aspects of the organization.
- Responsible for supporting the Board's External Affairs Committee.

Development Operations

- Utilize Neon database to identify sponsor and major donor prospects. Create queries and reports for mailings or data analysis.
- Work with the Donor + Database Specialist to build and maintain fundraising systems for the organization, including database and data integrity, acknowledgment systems, donor communications, reporting, and other systems as needed.

Event Fundraising

- Work closely with the Event Planner to optimize funds raised via our two annual fundraising events (one in the Spring and one in the Fall).
- Lead the efforts to secure sponsors and in-kind donations.

Additional Responsibilities

- Act as a representative of Sustain Charlotte at meetings, events, and tabling opportunities.
- Perform other essential functions as assigned.

POSITION QUALIFICATIONS

- Must reside in the Charlotte metropolitan area
- A minimum of 7 years of relevant development experience (nonprofit preferred)
- Demonstrated leadership and experience in fundraising activities, including special events and annual giving
- Experience building and maintaining long-term relationships with donors
- Experience in managing and tracking multiple prospects and donors, including foundations and corporate entities
- An appreciation for all three pillars of sustainability (equity, environment, and economy) and demonstrated commitment to it
- Excellent oral and written communication skills
- Strong leadership and strategic thinking skills
- Ability to execute a strategic development plan and turn broad goals into meaningful, actionable tasks
- Demonstrated experience using donor management CRM (experience with Neon is preferred)
- Ability to make connections easily and create authentic relationships with a wide variety of individuals
- Solid analytical skills and a basic understanding of financial levers

COMPENSATION & BENEFITS

- The salary is commensurate with experience in the Charlotte region
- Annual performance-based bonus
- This is a 40-hour/week contract-to-hire position; after an initial three-month contract period, and if both parties agree, full-time employment will be offered, which includes the following benefits:
 - o Health Insurance (up to 60% employer-covered); dental and vision plans are also available
 - o Flexible Spending Account (FSA)
 - o Life Insurance (100% employer-covered)
 - o Simple IRA (up to 3% company matching contribution)
 - o PTO beginning at three weeks per year (15 days) + additional sick time
 - o 11 paid holidays
 - o Reimbursement for employees who commute to the office by bike, scooter, or transit

WORK ENVIRONMENT

Sustain Charlotte staff work a hybrid schedule (Monday-Friday, 9am-5pm) with the current requirement to work Mondays and Wednesdays in the office at 1100 S. Mint Street in Charlotte's Southend neighborhood. Staff are welcome to work remotely or from the office on the remaining days. This position will require occasional work outside regular business hours, including weekends and weeknights.

TO APPLY

Submit a cover letter and resume to job@sustaincharlotte.org; please include "Director of Donor Engagement" in the subject line. No phone calls, please.

Sustain Charlotte prioritizes diversity and inclusion. Women, non-cis gendered people, people of color, and individuals from underrepresented communities are strongly encouraged to apply. Sustain Charlotte welcomes applicants to share anything about their life experience that has prepared them for the position they are applying for.

Employment at Sustain Charlotte is based upon individual qualifications without regard to race, color, gender, sexual orientation, religion, creed, age, national origin, physical or mental disability, marital, or veteran status, political ideology, gender identity, genetic information, or any other legally protected status. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social/recreational programs.