

Director of Donor Engagement | Sustain Charlotte

Position Summary

If you are ready to work for an organization with an expansive vision and the power to improve people's lives in Charlotte, then [Sustain Charlotte](#) invites you to join our team. At Sustain Charlotte, we believe in the power of storytelling, advocacy, and people to create needed and lasting change.

We are looking for an organized, experienced, and driven individual to work closely with our [Executive Director](#) to lead our fundraising efforts. Sustain Charlotte has grown rapidly over the last 12 years, attracting 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.

Organization Overview

Sustain Charlotte is a 501(c)3 charitable organization that informs, engages, and empowers residents to address the numerous sustainability challenges that have accompanied our rapid population by advocating for smart growth.

Smart growth is an approach to development that encourages a mix of building types and uses, diverse housing and transportation options, development within existing neighborhoods, and community engagement. This approach supports local economies, protects the environment, and furthers opportunities for all.

Our mission is to inspire choices that lead to a healthy, equitable, and vibrant community for generations to come. Founded in 2010, Sustain Charlotte has become the metro area's leading voice for sustainability through smarter growth.

Duties and Responsibilities

The Director of Donor Engagement leads resource development activities toward generating \$750,000-\$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 Database Associate 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.

Other Responsibilities

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

Qualifications

- Bachelor's Degree
- 5 years of relevant experience (nonprofit development experience is preferred)
- Demonstrated leadership and experience in fundraising activities, including membership, 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 basic understanding of financial levers

Compensation

- \$65,000-\$75,000, commensurate with experience
- Performance-based incentives available annually
- 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 with the following benefits:
 - 50% medical insurance paid, vision and dental plans are also available
 - 3% Simple IRA company matching contribution
 - PTO beginning at three weeks per year
 - 11 paid office holidays
 - Reimbursement for employees who commute to the office by bike, scooter, or transit
- Our flexible schedule allows staff to work from home and at our office at 1100 S. Mint Street, Charlotte, NC.

To Apply

Submit a cover letter and resume to job@sustaincharlotte.org; indicate "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.