



JOB OPPORTUNITY – DEVELOPMENT DIRECTOR

- **Full-time position**
- **Based in downtown Los Angeles (home/office hybrid schedule available)**
- **Ability to start: June 2023 or later**

Established in 1971, the non-profit Coalition for Clean Air (CCA) is dedicated to protecting public health, improving air quality, and preventing climate change. CCA is known for spearheading innovative policies, such as clean car and truck standards and targeting climate investments to the communities that suffer the worst pollution and historic disinvestment. With offices in Los Angeles and Sacramento, CCA achieves its goals through policy advocacy and public education. CCA has a current annual operating budget of \$1.6 million.

About the Position

The Development Director is the primary front-line fundraiser and development strategist for the Coalition for Clean Air. The position leads traditional fundraising activities as well as broader communications campaigns designed to increase the appeal and presence of CCA among donors, prospective donors, and the general public. The Development Director helps create, grow, and maintain relationships and partnerships with stakeholders interested in supporting CCA. Additional responsibilities include working with the Board of Directors, assisting with the development and implementation of the strategic plan, and representing the organization in public. The Development Director supervises department staff and independent contractors, and reports to the President & CEO. As a small organization, the Development Director may be called upon to help with other activities as needed. The position is based in downtown Los Angeles with substantial flexibility to work from home.

Duties and Responsibilities

- Promote, communicate, and help achieve CCA's mission of protecting public health, improving air quality, and preventing climate change.
- Lead fund development and communications programs to meet annual budget goals and increase unrestricted net assets.
- Work with the Board of Directors and staff to develop and implement an annual fund development plan, fundraising goals and strategies, and the annual organization budget.
- Manage development and communications staff.

- Manage and work with independent contractors responsible for grant writing, financial reporting, educational program implementation, and the California Clean Air Day program.
- Identify, cultivate, secure, retain, and strengthen relationships with annual giving contributors, major donors, donor prospects, and other supporters, including the Board of Directors, CCA staff, foundation staff, government officials, business leaders, environmental organizations, and community groups.
- Assure the timely submission of letters of inquiry, grant proposals, and grant reports.
- Generate revenue from corporate and government sponsors through CCA's annual awards event, legislative reception, webinars, and California Clean Air Day.
- Plan, produce, and supervise an annual awards event, one or more regional fundraising events, and CCA's Clean Air Conversations online webinars.
- Manage California Clean Air Day program. Co-facilitate regional working groups. Oversee micro-grant program, the Clean Air Day web site, improvements to user experience for Clean Air Day pledges, and media engagement and outreach. Track and report on program performance metrics. Identify and secure in-kind and financial support for the Clean Air Day program.
- Work with the President & CEO to support, train, lead, and engage the Board of Directors and staff in maintaining and strengthening a culture of philanthropy, and the fulfillment of their fund development duties.
- Serve as the staff lead for the Board of Directors' Development Committee and Communications Committee. Attend and participate in Executive Committee and Nominating Committee meetings. Provide development and communications status summary and update reports at quarterly Board of Directors meetings.
- Ensure the consistent and effective application of the CCA brand.
- Assist program staff with the production and distribution of blog postings, action alerts, social media activity, and web site updates.
- Supervise the design and production of marketing and promotional materials.
- Oversee donor and gift record-keeping, maintenance of the donor database, gift acknowledgements, and gift processing.
- Establish benefits, privileges, recognition, acknowledgements, and incentives for donors and volunteers to maintain and improve relations and increase giving.
- Assist the Board of Directors, President & CEO, bookkeeper, and accountant with financial compliance, reporting, and auditing activities to ensure the financial integrity and viability of the organization.
- Attend and speak at events that include current and prospective event sponsors, donors, and other supporters.
- Be available to work occasional evenings and weekends, as necessary.
- Some travel required.

Position Qualifications

Qualified individuals should be able to demonstrate the following skills and experience:

- Bachelor's degree required; CFRE or ACFRE certification preferred.
- At least 5 years of professional fundraising experience, preferably as the Development Director of a nonprofit organization. Demonstrated experience raising funds and managing awards and donations from foundations, government agencies, corporations, major donors, and individual contributors. Experience with federal grants preferred.
- Experience in communications, including developing and implementing communications strategies, email, social media, and website content.
- Experience supervising staff and developing and maintaining productive working relationships with board members and donors.
- Knowledge and a track record of success using social media development techniques.
- Ability to set and meet deadlines.
- Excellent analytical and problem-solving abilities with an attention to detail.
- Strong written and oral communication skills.
- English speaking and writing skills required; Spanish speaking and writing skills preferred.
- Proficient computer skills in Microsoft Office (Word, Excel, Outlook, PowerPoint), fund development, and donor database software.
- Demonstrated commitment to the mission of CCA.
- Knowledge of and experience working on air quality or other environmental issues preferred.
- Demonstrated ability to work independently and with a team in a fast-paced environment.
- Ability and willingness to travel on occasion as required.

Compensation: This is a full-time exempt position that pays \$92,000 - \$102,000/year depending upon qualifications and experience, plus a generous benefits package. Benefits include paid vacation, medical, dental, vision, and life insurance, as well as up to a 3% match for retirement savings. All Los Angeles office staff are eligible for reimbursement of the cost of using public transit to commute to and from work.

Additional Information: The responsibilities listed here are illustrative of the essential functions of the job and do not include nonessential or marginal duties that may be required. Physical demands include sitting and some standing and walking; lifting, carrying, pushing or pulling up to 50 lbs.; more than an estimated 65% of time using eye, hand, and finger coordination; and more than an estimated 40% of time using a computer (keyboarding) and telephone

equipment. CCA reserves the right to modify or change the duties and essential functions of this job at any time. Nothing in this job announcement should be considered as an offer or guarantee of employment.

How to Apply: Interested applicants should submit a cover letter and resume in .pdf format to jobs@ccair.org, subject: Development Director Position. Coalition for Clean Air is an Equal Opportunity Employer. CCA values diversity, equity and inclusion. Women, people of color, and other diverse candidates are encouraged to apply. This position will remain open until filled.

(Last modification May 22, 2023.)