

GREEN BUILDING UNITED

Development Manager

Green Building United (GBU) is seeking a Development Manager to build on our 20+ year history of leading the sustainable building and climate resilience movement in the greater Philadelphia region, including the Lehigh Valley and State of Delaware.

Organization Overview

Formed in 2001, GBU's mission is to foster transformative impact in our communities through green building education and advocacy. GBU is a 501c3 nonprofit organization with more than 600 members, and work areas divided among education, policy and advocacy, and strategic initiatives. GBU is funded through an equal mix of: memberships and corporate partnerships; major events; grants; and contracts. GBU is governed by [a 20+ person Board of Directors](#) and has seven full-time staff and one contract position. GBU's staff works collaboratively and engages frequently with the Board of Directors and with the organization's engaged and active volunteers.

Diversity, Equity, and Inclusion

GBU is committed to improving diversity and inclusion across the organization, including at the staff level, and strives to center equity and racial justice in our work. GBU can only realize its mission and goals effectively by achieving greater diversity - whether of race, gender, sexual orientation, or ability - among the stakeholders who inform and engage with our work. GBU crosses different professional disciplines, many of which are not diverse, but we are committed to being a resource within this community, continuing our anti-racism work.

Position Summary

The Development Manager will be responsible for creating and executing fundraising strategies across all of GBU's revenue streams: sustaining corporate sponsorships; foundation and government grants; major event sponsorship and support; contracts; and individual giving. They will work closely with the Executive Director and colleagues, and collaboratively with the Board of Directors to develop a new Strategic Plan, including fundraising priorities that best match organizational goals, with a focus on maintaining and growing relationships and diversifying revenue streams. The Development Manager is responsible for creating and managing a comprehensive development plan to guide all annual fundraising activities.

Key responsibilities include, but are not limited to, the following:

- Developing a comprehensive fundraising strategy
- Managing relationships with 60+ organization-level supporters (known as [Sustaining Partners](#)), including: communications, invoicing, benefit fulfillment, reporting and record keeping
- Researching and tracking grant opportunities, coordinating resources to meet application deadlines, writing and/or editing grant applications, and assisting program staff in developing

project narratives, tracking metrics and meeting grant goals, and promoting accomplishments to funder audiences.

- Leading planning and logistics for individual giving and major events, with staff and Board support, including: goal-setting, steering committee management, fundraising, and logistics
- Prospecting and cultivating new and existing donors, including: overseeing daily donation processing from individuals, including corporate employee donation programs and managing all required reporting and record-keeping
- Working with the Education and Engagement Manager to build membership and individual giving to: plan and implement membership campaign to recruit new, maintain existing, and recapture past members.
- Create and maintain communications strategies in collaboration with GBU staff including storytelling/narrative building and fundraising campaigns

Qualifications

Ideal candidates for this position will share a commitment to sustainability and green building practices and will bring a variety of experiences and attributes to GBU, including:

- Postsecondary degree and 5-10 years of experience in development
- Experience in nonprofit fundraising (funders, sponsors, individual giving) with demonstrated success
- Deep knowledge of grant writing, administration, and funder relations
- Experience with fundraising research tools and prospect/grant research
- Mastery of Microsoft Office Suite products
- Experience with, or ability to learn, Adobe Creative Suite
- Experience with database management
- *Preferred:* Familiarity with sustainability and climate policy, as well as sustainable building certification programs such as LEED, Living Building Challenge, and Passive House

Skills and Abilities

- Excellent written and verbal communications skills
- Creativity and enthusiasm
- Strong attention to detail and deadlines
- Ability to work independently and in collaboration with staff, Board, and other volunteer stakeholders
- Excellent problem solver
- Excitement for GBU's mission
- *Preferred:* Experience with CiviCRM, website management, e-newsletters, social media

GBU's office is in Center City Philadelphia. GBU promotes a healthy work-life balance by maintaining flexible schedules for all staff. Ability to work outside of regular business hours for events, and for occasional day travel to areas throughout our region, including the Lehigh Valley and the State of Delaware, is required (personal car not required). Residency in the region, or ability to commute, is required.

Compensation and Benefits

This is a full-time position that offers competitive compensation commensurate with qualifications and experience, and excellent benefits including: health, dental, and vision, a 401k plan, commuter benefits, and access to a flexible spending account to pay for medical and dependent care expenses pre-tax. In addition, GBU offers four weeks of paid time off and paid professional development opportunities. Starting salary is \$70,000 - \$78,000.

Email your resume and cover letter to jobs@greenbuildingunited.org with the subject line "Development Manager." Applications will be considered until the position is filled.

Green Building United is an equal opportunity employer.