

Position: Development Manager
Reports To: Executive Director
FLSA Class: Exempt
Supervises: Interns

Position Summary:

The Development Manager is responsible for the identification, qualification, cultivation, solicitation, and stewardship of NCSEA’s donors and funders. This includes designing and implementing a Strategic Fundraising Plan that focuses on NCSEA policy priorities and ensures a diversified funding stream. The Development Manager will closely collaborate across all teams to ensure that revenue building activities support the organization’s programs, services, and mission. Priority areas for fundraising consideration are:

1. Donors
2. Foundations
3. Sponsorships
4. Grants

Key Responsibilities:

- Identify and build relationships with potential donors and funders, with a specific focus on major donors and foundations whose philanthropic goals align with our mission.
- Maintain relationships with existing donors and funders; establish clear and regular communication that seeks to understand their needs and demonstrates the impact of their donations.
- Facilitate the stewardship of donors and funders by sending personalized thank you notes, telling their stories, and sharing additional opportunities to get involved.
- Solicit individual and corporate sponsorships that support events, policy initiatives, and other programmatic activities.
- Actively fundraise around key NCSEA policy priorities, including the NC Carbon Plan, rate cases, and other NC Utilities Commission proceedings.
- Manage process of writing and submitting grant proposals. Track delivery/implementation to help ensure proper delivery and reporting of awarded grants.
- Create and implement a comprehensive fundraising program designed to support the organization’s mission and goals.
- Develop a short-, medium-, and long-term fundraising plan that outlines goals, opportunities, strategies, targets, timelines, and budgets.
- Identify resources necessary to lead a team and strategy to diversify organizational revenue through large individual contributions and foundation grants.
- Actively collaborate with NCSEA’s Policy team to be the voice of policy and regulatory matters with large contributors and donors to the organization.
- Ensure that potential donor/funder lists, resources, and data are collected and accessible for targeted communication and solicitation.



- Design targeted fundraising campaigns and activities that support revenue building goals.
- Utilize a CRM software platform to track donor/funder information, meeting and status notes, and other critical data.
- Provide regular reports and updates to the Leadership Team and Board of Directors regarding progress towards fundraising goals and objectives. Collaborate closely regarding issues and challenges related to funding.
- Participate in the budget process by forecasting potential revenue for annual budgets and monitoring and reporting on revenue targets throughout the fiscal year.
- Provide strategic input into member engagement, events, and other revenue supporting activities that the organization undertakes.
- Collaborate with the Marketing & Communications Team to create engaging messaging and marketing materials that support fundraising campaigns and initiatives.
- Represent NCSEA at public speaking engagements and give presentations as required; attend team and organizational meetings; stay abreast of non-profit development trends and innovations.

Knowledge, Skills and Abilities:

- Demonstrated research, analysis, and database skills
- Proven track record of successfully cultivating donor relationships to solicit large contributions
- Exceptional writing skills, especially the ability to translate technical content into communications suitable for a variety of audiences
- Strong interpersonal communication, relationship building, and negotiation skills, including experience working with individuals in both internal and external leadership roles
- Natural storyteller and attentive listener
- Broad knowledge of all aspects of development, including major donor development strategies and working with foundations
- Tenacity and perseverance; able to handle rejection and to reach “unreachable” people
- Strong public speaking and presenting skills
- Ability to work in a fast-paced, sometimes stressful environment; calm and flexible in the face of unexpected change
- Able to meet demands and timelines without sacrificing quality; works well under pressure
- Ability to effectively influence, educate, and inspire internal and external stakeholders
- Working knowledge of North Carolina’s clean energy landscape

Qualifications:

- BS degree in Business, Marketing, Communications or similar field
- Masters degree preferred; will consider work experience in lieu of advanced degree
- 5+ years of development experience, with a minimum of 2 years working with major donors and foundations; demonstrated success with securing sponsorships

- Experience developing revenue within the clean energy sector, and familiarity with issues relevant to existing and potential funders
- Intermediate to advanced proficiency with MS Office; Office 365 preferred
- CRM experience preferred
- Able to travel up to 20%, with some overnight travel

How to Apply:

Send your resume and a letter of interest to:
Careers@energync.org

NCSEA is proud to be an Equal Opportunity Employer.

We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. NCSEA believes that diversity and inclusion among our teammates is critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.