

**Position:** Director of Development  
**Reports To:** Executive Director  
**FLSA Class:** Exempt

**Position Summary:**

**\*\*\*This position is remote but requires residence in Raleigh/Durham, Charlotte, or Asheville metropolitan regions\*\*\***

The NC Sustainable Energy Association is a 501(c)(3) non-profit organization, whose mission is to drive clean energy market expansion through public policy. The Director of Development is responsible for strategically identifying and securing funding resources to ensure the organization is adequately able to carry out its mission at the NC General Assembly, NC Utilities Commission, and among our network of members and partners. This position will lead the planning and execution of the full range of NCSEA's fund development endeavors, including major donations, foundation grants, and fundraising campaigns specific to organizational programmatic work. This individual will carry out development strategies and work collaboratively across all teams to ensure revenue targets are achieved and support the mission and strategic plan of the organization.

**Key Responsibilities:**

- Create and execute a comprehensive Development Plan in line with the organization's strategic plan, outlining key development goals, strategies, timelines, and budgets.
- Ensure staff and board are adhering to Development Plan and annual fundraising goals to meet overall organizational revenue targets.
- Identify and secure foundation grant opportunities that grow revenue and expand NCSEA's impact.
- Work closely with the Executive Director to identify revenue sources that support the organization's policy and advocacy work.
- Work to develop a philanthropic culture across the organization by cultivating the understanding that fundraising is core to NCSEA's ability to fulfill our mission and involving staff in engaging and contributing to our financial sustainability.
- Grow NCSEA's major donations program by helping donors achieve their philanthropic goals through investment in our mission. Identify and cultivate relationships with prospective donors and deepen relationships with existing donors. Involve donors in our program work and keep them apprised of the impact of their gifts. Manage the donor stewardship process.
- Lead internal development team and board fundraising committee to regularly provide revenue updates and share capacity needs with the rest of the organization.
- Work collaboratively with the Marketing Communications team to create engaging development and marketing materials.
- Monitor and evaluate the effectiveness of ongoing development initiatives and develop innovative strategies to enhance growth potential.
- Create and manage development budgets and revenue plans, provide regular updates to the leadership team and board of directors.

- Create and document development processes and systems; ensure all donor, member and supporter intel and engagement is tracked and used strategically to inform development initiatives.
- Maintain a high level of institutional and clean energy industry knowledge, with a deep understanding of NCSEA’s mission and value proposition.
- 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:**

- Ability to effectively influence, educate, and inspire internal and external stakeholders
- Highly collaborative and able to integrate (connect all the dots) across teams
- Demonstrated research, analysis, and database skills
- Exceptional writing skills, especially the ability to translate technical content into communications suitable for a variety of audiences
- Working knowledge of processes involved in grant identification, application, and administration
- Strong interpersonal communication, relationship building, and negotiation skills, including experience working with individuals in both internal and external leadership roles
- Broad knowledge of all aspects of development, including major donor development strategies
- Tenacity and perseverance; able to handle rejection and reach “unreachable” people
- Strong public speaking and presenting skills
- Ability to work in a fast-paced environment; calm and flexible in the face of unexpected change
- Able to meet demands and timelines without sacrificing quality; works well under pressure
- Self-starter and self-manager – able to create an organization-wide development program from scratch and work with Board/Staff to implement
- Project Management skills, able to set goals and the steps required to meet them

**Qualifications:**

- BS degree in Business, Marketing, Communications or similar field required; Master’s degree preferred
- 5+ years of nonprofit fund development experience, with a focus on major donors and foundations required
- Working knowledge of North Carolina’s clean energy landscape required
- Demonstrated grant writing experience, with a history of success preferred
- Experience and knowledge of foundation funding opportunities available to non-profits and clean energy focused organizations preferred
- Intermediate to advanced proficiency with MS Office; Office 365 preferred
- Customer Relationship Management programs (CRM) experience preferred
- Must be located in a metropolitan area of NC, such as Raleigh (preferred), Charlotte, or Asheville.
- Able to travel 10-20%, with occasional overnight travel

**How to Apply:**

Send your resume and a letter of interest to:

[Careers@energync.org](mailto: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.