



**EARTHJUSTICE**

*Because the earth needs a good lawyer*

## Manager of Donor Relations & Engagement

Earthjustice, the nation's leading nonprofit environmental law firm, is growing and looking for a Manager of Donor Relations & Engagement to join our team in San Francisco, California.

Earthjustice works through the courts and on Capitol Hill to preserve our nation's natural heritage, safeguard our health, and promote a sustainable energy future. We bring about far-reaching change by enforcing and strengthening environmental laws on behalf of hundreds of organizations and communities across the country and around the world.

Reporting to the Director of Development Operations, the Manager of Donor Relations & Engagement is responsible for leading the stewardship and donor relations team. This position supervises the Stewardship and Donor Relations Associate and the Development Writer. The Manager will coordinate and provide strategic direction in our activities designed to engage, cultivate, and steward donors including events and programs, donor acknowledgements, and stewardship communications.

The Manager, working collaboratively with Development and Communications staff, is directly responsible for developing a meaningful schedule of small and large scale events to meet engagement objectives in support of all fundraising strategies. These activities may include in-person events, tele-briefings and webinars, as well as identification of partnership opportunities and event opportunities associated with Communications campaigns. The Manager will develop relationships with key stakeholders and identify strategic goals for stewardship, donor relations, programs and events. This position is critical to advancing the goals and strategic plans for Development.

### **I. ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### Stewardship & Donor Relations

- Supervise the Stewardship and Donor Relations Associate and Development Writer
- Provide leadership to maximize Earthjustice's level of engagement with current and prospective donors to improve donor retention rates and increase contributed revenue to the organization
- Manage donor communications to provide donors and prospective donors with clear, accurate, professional and friendly responses and ensure that all communications are recorded in the database
- Review and continually improve the donor acknowledgement process in order to provide all donors with highly personalized and timely communications
- Provide general oversight for writing projects including content for event collateral, Insider letters, Annual Report articles, fact sheets, brochures, presentations, invitations, and program updates
- Ensure that all data and all written communications have the highest level of quality control
- Develop project timelines and maintain a master calendar of donor engagement activities that is shared with both Development and Communications departments
- Participate in cross-organization committees as appropriate which are related to long-range planning, donor relationship management, and fundraising.

### Donor Events and Public Programs

- Design, develop, and execute appropriate events and activities that advance development strategies, in concert with key stakeholders
- Proactively solicit ideas and identify needs from Development program areas to meet donor engagement and cultivation goals
- Work with Communications team to execute marketing materials and social media campaigns revolved around events, including all aspects related to individuals, guest lists, as well as collateral materials
- Manage invitation process including invitation design and production, development of invitation lists, as well as documentation of RSVPs, attendance, and post-event correspondence. Work collaboratively with Development staff, hosts, trustees, and other involved parties keeping all regularly informed throughout the process.
- Create and lead post-event evaluation process, recommend improvements or modifications for next cycle. Provide event summaries and evaluations to key stakeholders and execute follow-up action items, including acknowledgements and detailed recap of events.
- Track all event invitee, attendee and financial information in the Events database.
- Manage event consultants as appropriate and serve as liaison between all involved parties.
- Determine speakers and program topics with staff and hosts
- Recruit and prepare speakers for program briefings and events and provide audio/visual support
- Identify appropriate collateral material for events and ensure that it is prepared and available for guests
- Develop project budgets and manage related revenue and expenses
- Document telebriefings and webinars and provide access to recordings via email or our website
- Maintain regular communication with partners throughout the event process from planning through follow-up activities
- Research and identify opportunistic partnerships such as, presence at other organizations ticketed events and speaking possibilities for senior and program staff
- Assist in supporting and implementing other development and communications initiatives
- Supervise the Stewardship and Donor Relations Associate and the Development Writer, as well as volunteers, contractors, temporary employees.
- Occasional travel required

### **The ideal candidate will have:**

- Bachelor's degree required.
- Management experience in donor relations and stewardship with significant accomplishments with improving the donor experience
- Five years' experience in events management, preferably in a non-profit setting
- Experience creating and managing budgets
- Experience with a fundraising database application, preferably the Raiser's Edge or Blackbaud CRM
- Outstanding communication skills
- Ability to work collaboratively and successfully as a member of a team
- Ability to work with grace under pressure of multiple deadlines
- Willingness to work a flexible schedule, including some evenings, weekends and travel as needed
- Proficiency in Microsoft Windows and Office. Advanced knowledge of Word, Excel, Outlook and PowerPoint are required.
- Interest in environmental and conservation issues desirable

## **Salary and Benefits**

We offer a competitive salary and an excellent benefits package. We also offer an extremely congenial work environment and a casual dress code. We are located in the San Francisco financial district just steps away from BART.

## **To Apply**

Interested candidates should submit a resume along with cover letter to [jobs@earthjustice.org](mailto:jobs@earthjustice.org). Please include “Manager of Donor Relations & Engagement” in the subject line.

NO TELEPHONE CALLS WILL BE ACCEPTED.

*Earthjustice is driven by a passion for justice, partnership and excellence. Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff are valued and respected. As an equal opportunity employer, we are committed to employment practices that ensure that employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, genetic information or any other factor that is not related to the position.*