



EARTHSHARE NORTH CAROLINA 2023

POSITION: Outreach and Development Manager

ORGANIZATION: [EarthShare North Carolina](https://www.earthsharenc.org)

CONTACT: Brian Nealon, Director of Operations

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LOCATION: 331 West Main St, Suite 304, Durham NC 27701

ABOUT EARTHSHARE NORTH CAROLINA

At EarthShare NC you will be part of a creative and dynamic organization that is forging new ground to strengthen the environmental movement. Our unique niche is at the intersection of the business and nonprofit communities. We partner with companies to connect employees with rewarding and impactful opportunities to learn, volunteer, and give. We implement programs that connect employees with the work of our Member nonprofits. They are experts in their fields, working on issues critical to NC's health, economy, and quality of life, including clean air and drinking water, healthy rivers and streams, access to places for recreation, wildlife protection, local farms and food, solutions to climate change, and preservation of all the natural resources that make NC special.

ABOUT WORKING AT EARTHSHARE NC

EarthShare NC is all about relationships. We are a coalition of twenty-five NC based nonprofits, fifteen Board Members and a network of corporate and community relationships coordinated by a small, mission-driven staff. Day to day work at EarthShare NC requires the ability to focus on individual projects as well as support team efforts to complete larger projects. We have clear lines of responsibility while also working in a very integrated and dynamic style, leveraging the collective experiences and expertise of all our staff members to continuously make the organization a stronger force for a thriving environment.

POSITION OVERVIEW

The Outreach and Development Manager plays a key role in helping the organization serve the environmental needs in NC more comprehensively, by expanding our work beyond the current nonprofits and people served. To accomplish this purpose, the position will help engage more people in meeting environmental needs in North Carolina by recruiting nonprofits, Corporate Partners, and financial supporters. This position will work with the Executive Director to create an annual plan to develop relationships and is accountable to manage all activities related to implementation. This position will use multiple forms of communication to deepen engagement with all EarthShare NC audiences. It will rely heavily on networking and relationship building, fundraising activities, and administrative support.

AREAS OF ACCOUNTABILITY and ASSOCIATED RESPONSIBILITIES

Relationship Building (40%)

- Support the recruitment of new Member nonprofits through research and relationship building
- Build and manage strong pipeline of new corporate leads for partnership
- Support growth of current corporate partner relationships and their engagement

Operational Development, Fundraising (40%)

- Serve as the organization's Database Expert
- Lead Individual Donor cultivation, solicitation, and acknowledgement
- Support Corporate Foundation cultivation and solicitation
- Identify and apply for new grant opportunities
- Manage grant reporting
- Provide Quarterly, Yearly, and ad hoc funding reports

Communications (20%)

- Develop multi-stream communications plan that reaches all stakeholder types and meets organizational goals
- Create and oversee implementation of a social media plan to support development goals

CANDIDATE REQUIREMENTS

- Minimum 3 years in nonprofit development
- Clear understanding of the value of the environmental nonprofit community
- Recognition of NC's diverse population and commitment to developing approaches that encourage equity in EarthShare NC activities
- Demonstrated success in grant writing and donor appeals
- Preference given to experience with building corporate relationships
- Experience communicating with and stewarding relationships with a diverse set of stakeholders
- Proven ability to craft messages that build audience engagement
- Proven ability to foster a culture of teamwork and collaboration
- Excellent organization and time/project management skills
- Preference Given to interest in growing with the organization
- Competent working with Microsoft 365 and all applications
- Proficient in managing Customer Relationship Management (CRM) Systems)

SALARY AND BENEFITS

- Starting Salary Range: \$49,000-\$53,000
- EarthShare NC offers full health coverage to all employees and HSA contribution
- Employer Contributes 5% of employee's salary to retirement account
- 12 paid holidays and base of 12 days a year paid time off

- Hybrid work environment with remote opportunity open to those applying from outside the Tri-angle region (limited monthly travel for in-person meetings might be required)
- Flexible work environment focused on staff wellbeing and work/life balance

HIRING PROCESS

- Send your resume and cover letter to Brian Nealon, our Director of Operations - brian@earth-sharenc.org
- Applications will be reviewed on a rolling basis. Priority deadline of 2/15
- Qualified applicants will be invited for a virtual interview followed by additional conversation with candidates of interest.
- Diversity, Equity, and Inclusion are a core part of our organization's principles, and we strongly encourage people of color, people of Native American descent, and LGBTQ individuals to apply