



Title: Director of Development

Reports to: Chief Executive Officer

Direct Reports: TBD

Position Overview:

At [Clean Energy Trust](#), we believe that innovation and entrepreneurship are powerful forces that can be harnessed to solve our environmental challenges, create jobs, and generate attractive business and investment opportunities.

We are seeking a Director of Development to lead our philanthropic fundraising and be responsible for planning, coordinating, and implementing a broad, multi-constituency development program to attract philanthropic commitments, with a focus on major gifts. Funds are sought primarily from the private sector consisting of commitments from individuals, foundations, and corporations. The Director will partner with the CEO and work with select Board members on fundraising activities. The Director will be part of Clean Energy Trust's management team, along with Clean Energy Trust's CEO and other senior team members.

Clean Energy Trust's Board recently approved a multi-year \$40 million fundraising initiative. This is an opportunity for the right candidate to build and lead an ambitious development program as Clean Energy Trust's first full-time development leader.

RESPONSIBILITIES

- Responsible for all philanthropic revenue for Clean Energy Trust – including all sources through all solicitation methods.
- Responsible for ensuring best practices are met – including best fundraising practices, standards of excellence, ethics, accountability, and donors' rights.
- Create and oversee the strategic direction of the development plans. Lead the implementation of all elements of the fundraising plans, including the case for support and donor communication, prospect identification, cultivation and engagement activity, fundraising events, major gift solicitations, and stewardship.
- Maintain a pipeline of major gift donors and prospects. Participate personally in the cultivation and solicitation of major gifts. Meet monthly goals of quality contacts with donors and prospects.
- Pursue grant opportunities from government agencies and foundations.
- Oversee strategies, development and submission of major gift requests.



- Prepare annual development budget and revenue projections, and track throughout the year, evaluating all development activities and ensuring continuous improvement.
- Serve as the primary point person and provides support and guidance to Board members regarding their fundraising responsibilities.
- Participate in the activities of the Clean Energy Trust by attending special events, participating in appropriate programs and representing the Clean Energy Trust in business and industry associations and related organizations, as appropriate.
- Collaborate with the Director, Business Development and Partnerships, and other Clean Energy Trust staff, as fundraising intersects with other aspects of the business, as appropriate.

QUALIFICATIONS

- Bachelor's degree or equivalent; ten-plus years development experience.
- Successful track record cultivating, soliciting, and stewarding major gifts from individuals, corporations, and foundations.
- Entrepreneurial, self-starting, detail oriented, and able to function well in a complex and sometimes ambiguous environment.
- Strong ability to collaborate with colleagues and work with limited staff resources to meet fundraising goals.
- Embody professionalism, presence, and business acumen to work effectively with senior business, foundation, and civic leaders, including Clean Energy Trust's Board of Directors.
- Passion for the mission of Clean Energy Trust and a commitment to supporting innovation, entrepreneurs, and the world's transition to a low-carbon and resource efficient economy.

ABOUT CLEAN ENERGY TRUST

[Clean Energy Trust](#), established in 2010 as a 501(c)(3) public charity, pursues the mission of advancing sustainable technology innovation by finding, funding, and growing high potential sustainable technology startups in the mid-continent region of the United States. CET believes entrepreneurship and innovation are powerful forces that can help solve our collective climate and environmental challenges. Moreover, entrepreneurship and innovation provide social benefits by creating jobs, stimulating economic development, supporting disadvantaged populations, and enhancing overall U.S. competitiveness.

To apply: please send your resume with a cover letter to hr@cleanenergytrust.org