



Employment Opportunity: Development Manager

About New Buildings Institute

New Buildings Institute (NBI) is at the forefront of a wide range of national and regional policy, program and technical initiatives focusing on high performance buildings. Widely respected in the industry for its leading-edge thinking on improving building performance, NBI is a nonprofit, mission-driven organization committed to making a difference. We work with national, regional, state and local NGO's, agencies, utilities and companies to promote improved energy performance in buildings. Projects include building research, design guidelines, policy and code activities focused on making buildings better for people and the environment.

About the Position

Our organization is currently seeking a Development Manager to join our development team and support fundraising and development initiatives. The successful candidate will have relevant experience in energy efficiency and the building industry and contribute to the success of our non-profit's fundraising and development initiatives, help manage stakeholder and partner relationships, and support overall communications and outreach for NBI. This position involves managing numerous existing and future funders and fundraising activities and requires a strong background in non-profit fundraising and development.

Responsibilities

This position will be responsible for:

- Managing development activities, including membership, grant and project proposals for our annual fundraising program in collaboration with directors, program managers and staff
- Coordinating development activities with program and communications staff
- Writing and editing for program proposals and reports, at times with technical content
- Identifying prospective individual and corporate donors and develop strategies to cultivate those relationships
- Managing contact database and CRM to support development activities
- Expanding and managing client accounts with the donor database, displaying a high-level of commitment to accuracy in entering and retrieving data from database, including identification and merging of duplicate files
- Maintaining and tracking ongoing development opportunities, activities and communications with private and corporate funders
- Assisting in cultivation and stewardship of current and prospective funders
- Supporting ongoing development of website, collateral development, content marketing campaigns, social media and other NBI communications efforts
- Defining graphic design development needs and coordination with communications staff for development of design elements
- Identify, track and coordinate conference calls for papers and presentations in coordination with directors and staff

Employment Opportunity: Development Manager

- Researching funding opportunities with regional and national philanthropic organizations, utilities and federal, state and local jurisdictions
- Ensuring timely and accurate report deliveries to funders
- Coordinating with and support members of the Board of Directors to enhance contact database and develop new fundraising connections
- Supporting writing letters of inquiry and grant proposals
- Track NBI project and program accomplishments and status
- Create awareness of NBI as industry leader

Qualifications

Required

The Development Manager will have a minimum five years nonprofit fundraising experience with the following qualifications:

- Bachelor's Degree in Marketing, Communications, Business Administration, or related field
- Experience with green buildings, energy-efficiency programs and practices
- Foundation relationship and grant writing experience
- Excellent organizational abilities with acute attention to detail
- Excellent written, interpersonal and verbal communication skills
- Demonstrated capability, skills and experience drafting and editing technical copy
- Highly proficient in Microsoft Office suite and Adobe Creative Suite software
- Facility with WordPress, Twitter, LinkedIn, Instagram and Facebook
- Microsoft Word, Excel, Outlook, and donor management software
- Self-motivated with a desire to exceed objectives
- Professional manner and positive disposition
- Graphic design sense and capabilities
- Experience managing CRM databases
- Ability to manage multiple proposal deadlines at the same time

NBI is focused on improving the performance of buildings; successful candidates will have an affinity for, interest in and experience with building energy use, technologies, design, construction and operations strategies and the resulting benefits to occupants and the environment.

Details

This position will be located at NBI's downtown Portland, Oregon, office. This is a full-time position with benefits.

To apply

Email a cover letter and resume to info@newbuildings.org. Address your cover letter to:

Ralph DiNola
Chief Executive Officer
New Buildings Institute
623 SW Oak, Third Floor
Portland, Oregon 97205

References and a writing sample may be requested in the future. For more about New Buildings Institute, visit www.newbuildings.org.

New Buildings Institute is an equal opportunity employer.