



SUSTAINABLE FORESTRY INITIATIVE

SFI-00001

Position: Director of Development
Location: Washington, DC

Supervisor: VP, Education and Community Engagement
Status: Full-time, Exempt from Overtime

OVERVIEW

SFI® Inc. is a sustainability leader that stands for future forests. We are an independent, non-profit organization that provides supply chain assurances, produces conservation outcomes, and supports education and community engagement. SFI works with the forest sector, brand owners, conservation groups, resource professionals, landowners, educators, local communities, Indigenous peoples, governments, and universities. SFI standards and on-product labels help consumers make responsible purchasing decisions. Additionally, we oversee the SFI Forest Partners® Program, which aims to increase the source of certified forest products, the SFI Conservation and Community Partnerships Grant Program, which funds research and community building, and Project Learning Tree®, which develops students' appreciation for and knowledge of the environment. SFI's work is focused around three pillars – supply chain assurances, conservation leadership, and education and community engagement. SFI Inc. is governed by an independent three-chamber board of directors representing environmental, social, and economic sectors equally. SFI believes caring for forests improves everyone's quality of life.

In 2017, Project Learning Tree (PLT) became a program of SFI. PLT helps develop students' awareness, knowledge, and appreciation of the environment, builds their skills and ability to make informed decisions, and encourages them to take personal responsibility for sustaining the environment and our quality of life that depends on it. Since 1976, PLT has trained 700,000 educators to help students learn how to think, not what to think about complex environmental issues.

The Director of Development is a new position at SFI and will be responsible for planning, organizing, implementing, and evaluating all of SFI's fundraising needs, related to environmental education, community engagement, and conservation. The Director will work closely with the President and CEO, the VP for Education and Community Engagement, the Chief Conservation Officer, the PLT team, and the communications team in all development and fundraising endeavors.

ESSENTIAL JOB FUNCTIONS

1. Collaborate with the President and CEO, VP Education and Community Engagement, Senior Director of Education Programs, and other senior leadership to create a development plan that increases revenues to support SFI's strategic direction, particularly related to its education and community engagement pillar and the conservation leadership pillar.
2. Identify and develop corporate, community, government, and individual prospects, and oversee the development of a donor database to manage these.
3. Directly engage prospects in pursuit of funding opportunities.
4. Research grant opportunities, write proposals, and shepherd grant requests through to approval.
5. Manage grant reporting requirements and relationships with funders.
6. Implement, monitor, and evaluate all fundraising activities to ensure that fundraising goals are being achieved.
7. Monitor philanthropic trends relative to environmental education, conservation, and sustainability and adapt fundraising strategies as necessary.
8. Foster an understanding of philanthropy within SFI.
9. Develop policies and procedures that reflect ethical fundraising practices.
10. Work with the communications staff to develop a comprehensive communications plan to promote SFI to donors.

QUALIFICATIONS/PERSONAL CHARACTERISTICS

The ideal candidate will bring:

- A positive attitude and high energy—a person who sees opportunities rather than problems, enjoys working cooperatively in a team environment, and prioritizes the mission over individual agendas;
- Ability to develop compelling written, oral and online communications linked to meeting job objectives;
- Strong interpersonal and communication skills and superior attention to detail;
- Ability to work cooperatively and strategically in a team environment with all levels of stakeholders or independently as required;
- Ability to manage multiple complex projects in a fast-paced environment, handling tasks with diplomacy, tenacity, patience, and a drive for results;
- Active curiosity and engagement in ongoing learning—having and seeking depth of content knowledge and understanding;
- Experience with social media;
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint);
- Proficiency in Spanish or French a plus
- Ability to travel up to 30% of time.

EDUCATION/EXPERIENCE REQUIREMENTS

- Bachelor's degree.
- At least five years of experience working in fundraising.
- Proven track record of raising funds from multiple sources.
- Familiarity with environmental education, conservation, and sustainability issues.

HOW TO APPLY

- To apply for this position, email a resume and cover letter to the attention of Esther Cowles, at jobs@sfiprogram.org. Subject line should say "Application: Director of Development". Applications will be accepted until the position is filled.

An active Equal Employment Opportunity Employer M/F/D/V,
SFI Inc. welcomes men and women regardless of race, color, national origin, religion, age, sex or disability.

A job description is a general description of the function and major duties of a job. It may not specify all duties, tasks, and assignments associated with a job. It is not intended to limit or in any way modify the right of management to direct, assign, and control the work of employees in a unit. Accuracy, attention to detail, ability to work effectively in a team environment, and ability to work in an atmosphere of multiple projects and shifting priorities are requirements of all jobs at the Sustainable Forestry Initiative, Inc. Additional job related qualifications may be specified for some openings. Job descriptions are subject to periodic review.