



# DIRECTOR, INSTITUTIONAL GIVING

## ABOUT EDF

With world attention on both the environment and the economy, Environmental Defense Fund (EDF) is where policymakers and business leaders turn for win-win solutions. By focusing on strong science, uncommon partnerships and market-based approaches, EDF tackles urgent threats with practical solutions. EDF is one of the world’s largest environmental organizations, with more than two million members and a staff of approximately 630 scientists, economists, policy experts, and other professionals around the world. EDF operates in 22 geographies with unique projects running across four programs. You will be part of a vibrant workplace that welcomes diverse perspectives, talents and contributions, where innovation and results are a way of life.

To learn more about EDF’s unique project work, please review the most recent [Annual Report](#).

## THE POSITION

The Director, Institutional Giving will lead the effective strategic development and management of relationships for a select portfolio of high-level foundations, including raising seven- to eight-figure gifts that provide significant support for EDF to carry out its mission. The Director will supervise, mentor and lead select staff on the Institutional Giving team, providing guidance to ensure their effective performance and success.

### EDF Key Facts

- **Over 2 million members**
- **630 staff scientists, economists, policy experts**
- **100 + Development staff**
- **\$223 million raised in FY ‘17**
- **Focus areas:**
  - [Climate](#)
  - [Oceans](#)
  - [Ecosystems](#)
  - [Health](#)
- **Strategic Plan:** [Pathways 2025](#)
- **Commitment to Diversity and Inclusion:** [EDF Diversity Strategy](#)

This position is part of the Institutional Giving team within EDF's Development Department. The Development Department raises 90% of EDF's \$200 million budget annually; the Institutional Giving team is responsible for raising about half of the department's revenue.

This position is ideally located in EDF's New York (headquarters) office and reports to the Vice President of Institutional Giving.



## RESPONSIBILITIES

The Director, Institutional Giving will have the following primary responsibilities:

- Working closely with program, executive and finance staff, raise and manage seven- to eight-figure gifts from foundations to support the work and mission of EDF.
- Conduct a range of development activities including:
  - Develop and implement strategic cultivation plans and ensure buy-in and participation from program and executive leadership.
  - Oversee preparation of high quality proposals, reports, and other communications to donors (including effective collaboration with Institutional Giving grant writers).
  - Prepare strategic talking points and other materials for donor meetings.
  - Develop relationships with foundation staff and participate in foundation meetings.
  - Oversee accuracy of donor and revenue information in the development database.
  - Leverage the resources of department-wide research and donor engagement (communications/events) teams as appropriate.
- Maintain and continuously demonstrate strong knowledge of EDF's program work to effectively represent, through both written and oral communications, a wide array of regional, national, and global environmental programs to inspire donors to support EDF.
- Maintain extensive and ongoing internal communication with the Development Department, program staff, finance and administration, and the executive team to ensure coordinated engagement of donors.
- Effectively make a wide range of independent and collaborative decisions in cultivating and stewarding donors, using his/her best judgment and the input of program staff and development leadership, where appropriate.
- Manage, support, and mentor junior staff, including delegating and overseeing work, and providing guidance to ensure smooth operations and meeting of performance expectations.
- Work effectively with staff across all departments in New York and other EDF offices.



## MAJOR OBJECTIVES

Within the first 12 to 18 months, the Director, Institutional Giving will achieve the following major objectives:

- Demonstrate strong relationship management, especially with significant funders, and the ability to leverage and collaborate with EDF senior leadership in those relationships.
- Find creative ways to manage significant foundation relationships, engage foundation leaders, and grow and/or evolve existing relationships.
- Develop a strong understanding of EDF programs and collaborative working partnerships with program staff in order to best represent EDF to donors and prospects; develop strongly collaborative relationships to serve as an integral part of Development and the IG leadership team.

## QUALIFICATIONS

The ideal candidate will possess most of the following qualifications:

- A minimum of 10 years of demonstrated success and progressive responsibility in nonprofit fundraising, including a strong track record of securing large gifts from foundations.
- Strong strategic thinking and planning skills.
- Excellent written and verbal communications skills.
- Strong project management skills, including the ability to work effectively across the organization and among geographically-dispersed colleagues.
- Self-motivated with the ability to work both as a team player and independently.
- Experience managing support staff.
- Outstanding interpersonal and listening skills.
- Strong computer literacy, including Word, Excel, and donor management databases.
- The ability to travel as needed.
- A Bachelor's degree from an accredited university.





## APPLICATION

EDF has retained Campbell & Company to conduct this search. The team for this project includes Colleen Rogers, Consultant; and Daniel Fissinger, Consultant. To be considered for this opportunity, please send a letter of interest and resume to:

### **DANIEL FISSINGER**

Consultant, Executive Search

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