



SENIOR FOUNDATIONS OFFICER

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 Senior Foundations Officer will lead the fundraising efforts for a select portfolio of high-level foundation donors and prospects (six- to eight-figure gifts), as well as provide effective leadership to up-and-coming junior fundraising and administrative staff on the Institutional Giving team.

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

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](#)

Giving team is responsible for raising about half of the department's revenue. This position reports to the Senior Director, Institutional Giving and is located in EDF's New York, Washington, D.C., or Boston offices.



RESPONSIBILITIES

The Senior Foundations Officer will have the following primary responsibilities:

- Working closely with program, finance and executive staff, raise and manage six- to eight-figure gifts from foundations to support the work and mission of EDF. This entails a range of strategic stewardship and cultivation activities, including but not limited to:
 - Developing and implementing donor cultivation plans.
 - Preparing high-quality proposals, reports, and other donor-facing communications in collaboration with program staff and grant writers.
 - Constructing strategic talking points and other materials for program and executive staff to use in donor meetings.
 - Developing relationships with foundation staff and participating in funder meetings.
 - Leveraging the resources of department-wide research and donor engagement (communications/events) teams, as appropriate.
- Provide management oversight and mentoring to junior officers and administrative staff, including delegating and overseeing work, and providing guidance to ensure smooth operations and high performance.
- Develop and maintain 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.
- Lead and/or facilitate frequent and ongoing internal communication within the development department, with program, finance and administrative staff, and at times, with the executive team to ensure coordinated engagement with donors across the organization.
- Effectively make a wide range of both 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.
- Work effectively with staff across all departments throughout all EDF offices.



MAJOR OBJECTIVES

Within the first 12 to 18 months, the Senior Foundations Officer will achieve the following major objectives:

- Be an integral part of the Institutional Giving team, working collaboratively with colleagues across development and programs, and serving as a valued team member.
- Demonstrate expertise in managing significant foundation relationships, resulting in renewed funding to EDF.
- Creatively cultivate existing and prospective foundation relationships toward increased support of EDF programs.

QUALIFICATIONS

The ideal candidate will possess most of the following qualifications:

- A minimum of eight years of demonstrated success and progressive responsibility in nonprofit fundraising, including a strong track record of securing large gifts (at least six figures) from foundations
- Experience managing other staff.
- Strong strategic thinking and planning skills.
- Excellent written and verbal communications skills.
- Self-motivated with the ability to work both as a team player and independently.
- Strong project management skills, including the ability to work effectively across the organization and among geographically-dispersed colleagues.
- Outstanding interpersonal and listening skills.
- Interest in environmental issues, and demonstrated ability to quickly develop a strong command of EDF's issues and work.
- Strong computer literacy, including Word, Excel, and donor management databases.
- The ability to travel.
- Bachelor's degree required.



 **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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Environmental Defense Fund is an equal opportunity employer where an applicant's qualifications are considered without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or any other basis prohibited by law.