



## **Position:** Development Manager

**Posted:** March 21, 2024

### **Organization:**

Georgia Interfaith Power and Light (GIPL) is a 501(c)3 nonprofit organization that inspires and equips communities of faith to organize, implement practical climate solutions, and advocate across Georgia on issues of climate change, environmental justice, and community resilience. An affiliate of the national Interfaith Power and Light movement, GIPL envisions a Georgia where all people can flourish in a healthy environment, a stable climate, and resilient communities.

GIPL's work is divided into three primary areas:

1. Green Teams and grassroots organizing
2. The implementation of practical climate solutions
3. Advocacy and environmental justice

GIPL works directly with congregations and faith communities to organize "Green Teams," which are groups of three or more community members within a congregation that want to lead on local environmental efforts. Currently, GIPL helps support over 100 Green Teams across Georgia, providing a free Green Team coaching program and offering over 20 educational classes and workshops.

After organizing these teams, we help support them as they implement practical climate solutions in their communities to decrease their carbon footprint. Our practical climate solution offerings are drawn directly from Drawdown Georgia's 20 high-impact solutions, including energy efficiency, rooftop solar, zero-waste, water efficiency, sustainable land use, electric vehicles, and more.

In addition to organizing congregations and facilitating the implementation of local climate solutions, we also work at the local, state, and federal levels to advocate for just and holistic policies at the intersection of clean energy, environmental justice, and conservation.

**Position:**

We are seeking a full-time, motivated, and experienced Development Manager who will work under the supervision of the Executive Director to join our team. The ideal candidate will have a passion for environmental justice and climate solutions as well as a track record of success in fundraising and donor relations. This role will play a critical part in supporting GIPL's mission by raising funds and effectively tracking donor interactions and contributions. The Development Manager will work directly with the Executive Director to raise and track donated funds to support GIPL's organizing, programmatic, and advocacy efforts. Donors include foundation grants, individuals, houses of worship, corporate sponsorships, and government grants across programs in grassroots organizing and education, a suite of practical climate solutions, including energy efficiency, rooftop solar, sustainable land use, water efficiency, and zero-waste, as well as environmental justice advocacy, and GOTV programming.

**Specific Responsibilities:**

- Work closely with the Executive Director to identify, write, manage, and submit grant proposals promptly.
- Collaborate with the Program Director and Organizing Director, as well as other staff, to gather program information for grant reporting.
- Research opportunities for funding and grants.
- Write and maintain grant summaries that outline grant deliverables, reporting, and other relevant details to inform necessary staff of the grant content and requirements.
- Assist the Executive Director in maintaining a master grant and reporting calendar.
- Assist the Executive Director in prospecting of funding sources, including foundation grants, individuals, congregations, and corporate sponsors.
- Ongoing update of EveryAction CRM database, in coordination with the Communications Manager and Administrator, to track and reconcile donor data.
- Support timely communications with donors and prospective donors, including emails, thank-you notes, and phone calls.
- Assist in managing GIPL's two fundraising campaigns (Spring Appeal and End of Year) in coordination with the Executive Director and Communications Manager.
- Assist with mailings, emails, and other administrative development tasks.
- Support the Business Manager to update cash flow projections based on development activities and trends.
- Participate in weekly staff and departmental meetings, staff retreats, and major events.
- Other activities as assigned.

**Qualifications:**

- Exceptional organizational and administrative skills, attention to detail, and experience meeting established goals within tight timeframes.
- Exceptional computer skills, including familiarity with standard computer applications and databases.
- Preferred three years of development experience, including a combination of grant writing, donor recruitment, and donor management.
- Strong writing skills.
- Proven self-starter and detail-oriented.
- Passion and excitement for environmental issues, particularly climate change, air and water quality, clean energy issues, conservation, and efficiency.
- Willingness and ability to become well-versed in environmental justice issues and all programs offered by GIPL.
- Ability to effectively communicate and work with internal and external individuals from a wide variety of backgrounds, religious traditions, and political beliefs.
- Able to process and exercise discretion when handling confidential information and materials.
- Bachelor's degree required; significant work experience may be substituted.
- Valid US Driver's License and reliable vehicle.

**Salary and Benefits:**

This is a full-time position and will require work some evenings and weekends for event support. The salary for this position begins at \$60,000 per year based on experience. This position includes PTO, holiday and sick leave pay. GIPL offers a hybrid work rhythm, with both in-office and flexible work-from-home schedules. The compensation package for this position includes PTO, holiday and sick leave pay. GIPL also offers a comprehensive benefits package, including full medical, dental, vision, life and disability insurance, 401k plan with match, and cell phone/internet reimbursements.

**How to Apply:**

Please submit a resume, cover letter, and relevant writing sample to:

- Eileen Fishman, Business Manager, [eileen@gipl.org](mailto:eileen@gipl.org)
- Codi Norred, Executive Director, [codi@gipl.org](mailto:codi@gipl.org)

Applications are reviewed on a rolling basis until the position is filled.

*Georgia Interfaith Power and Light is an equal-opportunity employer and welcomes candidates from diverse backgrounds to apply. We are committed to building a team that represents a variety of perspectives and experiences and building a diverse workforce with an inclusive culture.*