



POSITION SPECIFICATION

# SENIOR FOUNDATIONS OFFICER

## Environmental Defense Fund

San Francisco, CA

### **Leadership Search Partners**

is a search firm focused exclusively on the nonprofit sector. Based in Berkeley, the firm works with local, national, and international nonprofits to help them hire exceptional senior-level leaders.

### **Principal, Search Consultant Heather Merriam**

is leading this search assignment. Inquiries may be made, in confidence, to Heather Merriam at [heather@leadershipsearch.com](mailto:heather@leadershipsearch.com)



**TITLE:** Senior Foundations Officer

**ORGANIZATION:** Environmental Defense Fund

**LOCATION:** San Francisco, CA

**REPORTS TO:** The Senior Foundations Officer reports to the Director of Institutional Giving

## MISSION

**Environmental Defense Fund's** mission is to preserve the natural systems in which all life depends. Guided by science and economics, the Environmental Defense Fund (EDF) finds practical and lasting solutions to the most serious environmental problems.

## ABOUT THE ORGANIZATION

With world attention focused on both the environment and the economy, EDF is where policymakers and business leaders turn for win-win solutions. This leading green group, with programs from Boston to Beijing, has tripled in size over the past decade by focusing on strong science, creative partnerships, and market-based approaches. EDF firmly believes that its role is to apply the best science and economics — along with smart policies and politics — to harness the power of the marketplace to protect the environment. At EDF, it's about "finding the ways that work."

## ABOUT THE OPPORTUNITY

EDF is seeking an experienced Senior Foundations Officer to manage and grow foundation support in the San Francisco Bay Area. The Senior Foundations Officer will be responsible for the effective, strategic development, and management of relationships for a portfolio of high-level foundations, including the successful cultivation and solicitation of 6-8 figure gifts that provide significant support for EDF to carry out its mission.

EDF's success lies in its practice of hiring smart, collaborative, and innovative people. Innovation and a focus on results are central to EDF's ongoing success. The ideal candidate will look forward to being part of EDF's vibrant workplace that welcomes diverse perspectives, talents, and contributions.

Institutional Giving is a growing part within EDF's Development Department. Foundation grants totaled \$55M in 2016, a significant portion of EDF's \$175M+ budget. Based in San Francisco, the Senior Foundations Officer will be the authority on institutional giving in the Bay Area.



### **Key Responsibilities:**

Working closely with program, finance, and executive staff, the Senior Foundations Officer (SFO) will raise and manage 6-8 figure gifts from foundations to support the work and mission of EDF. Further, the SFO will conduct a range of development activities including:

- Development and implementation of strategic cultivation plans
- Cultivating donor relationships that drive EDF's instrumental role in policy discussions
- Collaborating with Institutional Giving grant writers to prepare high quality proposals, reports, and other communications to donors
- Leveraging the resources of department-wide research, donor engagement, and customer relationships (communications/events) teams as appropriate

In addition, the SFO will 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. S/he will maintain extensive and ongoing internal communication with EDF's development department, program staff, finance and administration, and, at times, the executive team. Finally, s/he will help manage and support junior staff, including delegating and overseeing work, and, as appropriate, providing guidance to ensure smooth operations and meeting performance expectations.

### **Professional Experience/Qualifications**

EDF is seeking a candidate with a strong ability to make a wide range of independent and collaborative decisions in cultivating and stewarding donors, using a combination of her/his best judgment and the input of program staff and development leadership.

The successful candidate will have the capacity to synergize the long term goals of EDF with those of San Francisco Bay Area foundations. S/he will have the ability to design strategic plans and be able to devise implementation of those plans on a collaborative level. S/he will be strategic on all levels, with superior skills in relationship management.

#### Experience:

- Minimum of eight years of demonstrated success and increasing responsibilities in non-profit fundraising
- Project management of multiple large donors
- Solid track record of securing six figure and larger gifts from foundations
- Experience working with geographically-dispersed colleagues and stakeholders
- Support staff supervision and/or best practices

#### Skills and Personal Traits:

- Outstanding interpersonal and listening skills
- The ability to work both as a team player and independently
- Excellent written and verbal communications skills
- Strong donor management databases knowledge



- Collaborative — able to work effectively with staff across all departments in San Francisco and other EDF offices

Personal Characteristics:

- Sophisticated
- Highly professional
- Be able to travel

Knowledge:

- Knowledge of environmental issues, and/or demonstrated ability to quickly develop a strong command of EDF's issues and work

Education:

- A Bachelor's degree required

## COMPENSATION

A highly competitive compensation and benefits package will be made available to the qualified candidate.

## TO APPLY

Leadership Search Partners is conducting this search on an exclusive basis on behalf of Environmental Defense Fund. For immediate consideration, candidates should apply via email by sending a letter outlining qualifications, interest in EDF's mission, and a resume as PDF or Word documents to Heather Merriam, Principal, Search Consultant, with "EDF: Sr. Foundations Officer" in the subject line, at: [heather@leadershipsearch.com](mailto:heather@leadershipsearch.com).

**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.

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