



Development Director, The Louisiana Bucket Brigade

The Louisiana Bucket Brigade is a 501(c)(3) environmental health and justice organization working with communities that neighbor the state's oil refineries and chemical plants. We use grassroots action to create an informed, healthy society that holds the petrochemical industry and government accountable for the true costs of pollution to hasten the transition from fossil fuels. Our vision is a Louisiana that is a healthy, prosperous, pollution free and just state where people and the environment are valued over profit.

Purpose of Position: We are looking for an experienced fundraiser to join our team advancing this important work. The purpose of the Development Director is to assure that foundation and individual revenue streams meet the budgetary goals of the Louisiana Bucket Brigade (LBB).

Job Title: Development Director

Reports to: Executive Director, and weekly check-ins with the Development Advisor

Supervises: Grant Writer and Annual Fund Manager

Job Status: Full time (40 hours per week) position. Some overnight travel is required.

Salary & Benefits: \$85,000

Benefits include 100% employer-provided medical, dental, and vision health benefits. Paid vacation, including the week between Christmas and the New Year. Paid time-off. 401(k) Retirement Savings. Training & Development. Some remote flexibility.

Location :This position is based in New Orleans. A moving allowance is available should a candidate need to relocate for this position.

Essential Duties and Responsibilities

- 1. Coordinate major donor individual giving program (gifts of 250+)**
 - a. Lead the organization in maintaining relationships with major donors
 - b. Develop tools to engage donors and increase their gifts
 - c. Develop and implement strategies to identify, qualify, cultivate, solicit and steward known and new major donors
- 2. Coordinate public, private and donor advised grants fundraising**



- a. Collaborate with grant writer to maintain the foundation calendar. Review proposals as necessary
 - b. Identify, research and qualify new prospects from private and public granting sources
 - c. Create Annual Impact Report for Funders and Donors
 - d. Identify, research, solicit and steward individuals who give through donor advised funds
- 3. Coordinate individual fundraising in the annual fund**
- a. Plan for and implement donor drive on Give NOLA Day and Giving Tuesday
 - b. Plan for and implement end of year fundraising campaign
 - c. Plan for and implement crowdfunding campaigns as necessary
 - d. Engage with social media and communications team for including fundraising appeals and donor-focused messaging in overall communications strategy
 - e. Increase donor retention rate by developing plans for renewal and engagement
 - f. Establish protocols for donor segmentation and engagement
 - g. Arrange for giving diversification through stocks, IRA disbursements, etc
- 4. Donor briefings, updates, meetings**
- a. Conceive, plan and arrange quarterly major donor donor briefings locally and out of state
 - b. Develop a plan of digital cultivations and briefings
 - c. Hold monthly updates for in town members
 - d. Develop strategies and schedule in-person donor meetings in coordination with Director and Board members
 - e. Develop and implement stewardship strategies for individuals and foundations
- 5. Maintain records, database, and acknowledgements**
- a. Responsible for budgeting income and department expenses
 - b. Promptly acknowledge all gifts
 - c. Keep up to date with IRS requirements for acknowledgements
 - d. Inform LABB team of important donor activity
 - e. Maintain a donor database up to date on a weekly basis
 - f. Develop and implement donor appreciation protocols
- 6. Inter Office Collaboration**
- a. Participate in DEI sessions and all staff training and meetings
 - b. Engage as necessary with LABB activities
 - c. Respond to all donor-related inquiries and requests from co-workers



- d. Work with the Administrative Director to implement policies and protocols within the department
- e. Meet weekly with supervisor

Experience and Qualifications

- Five years minimum experience in individual fundraising with a high degree of comfort asking for donations and talking about finance
- Experience with foundation fundraising
- Experience with annual funds and segmenting and developing donor cultivation and retention strategies
- Experience with budgeting and income projections
- Experience working with client relations management software and an understanding and appreciation for the integrity of data
- Demonstrated project management abilities – highly organized, excellent self-starter, consistent follow-through, and comfortable with feedback
- Ability to multitask projects
- Can produce and execute timelines
- Follows fundraising ethics and is respectful of volunteers, co-workers and prospects and donors
- Experience working with small-scale nonprofits
- Data analysis experience
- Demonstrated ability for succinct storytelling for the purposes of fundraising
- Critical thinking and creative problem solving
- Skilled in creating engaging webinars or in-person panels or other events
- Ability to throw a party with a purpose
- Passion for environmental, climate and racial justice

Requirements

- Must have a valid driver's license
- Must be fully vaccinated against COVID-19 and be able to provide proof of vaccination

The Louisiana Bucket Brigade is an equal opportunity employer.