



Director of Advancement Position Description

Overview

CEER is seeking a proven fundraiser and communications professional to serve as the first Director of Advancement. The Director of Advancement reports to the Coalition Director and, in collaboration with CEER's member organizations, directs the organization's fundraising and public facing engagement efforts. With a primary focus on collaborative fundraising, the Director of Advancement leads development, communication, and brand management efforts. These efforts serve to engage current and new supporters, increase financial investment in CEER, and build an increasingly strong and diverse network of stakeholders across our five-county footprint.

The Coalition for Environment, Equity, and Resilience (CEER) brings together advocacy, social justice and technical groups from three main constituencies: environmental justice, community organizing, and environmental conservation. To ensure a more equitable and resilient future for our region, our founding members developed an 8-point plan to guide recovery efforts and infrastructure spending after Hurricane Harvey. The 8-point plan can be found on CEER's website: www.ceerhouston.org. CEER's advocacy work is rooted in undoing the legacy of environmental racism through power-building, movement-building and working in coalition with those most impacted by injustice. CEER has adopted the Jemez Principles for Democratic Organizing and our work is rooted in a set of values that center people.

Our new Director of Advancement should be a leader that:

- Understands how to align goals at the intersection of fund development, storytelling and communications strategy;
- Is a critical thinker and initiator, ready to solve problems before they become obstacles.
- Is a great communicator and careful listener with excellent writing skills who can synthesize input from several sources into one cohesive message;
- Is a relational leader with strong integrity who can build and maintain trust with a diverse range of people through transparency and self awareness;
- Manages projects with multiple deadlines and can work both independently and as a part of team that includes staff, CEER's Steering Committee, campaign committees, consultants, funders, coalition members and other partners;
- Someone with a great sense of humor.

Essential Functions

This role straddles fundraising and storytelling responsibilities to align development, stewardship, and communications strategy. CEER estimates this role will spend their time according to the following breakdown: 50% fundraising, 40% communications strategy implementation, 10% outward facing coalition work or strategic partnerships.



- Create and oversee implementation of a Development Plan in consultation with CEER leadership, Steering Committee and members. Establish baseline annual fundraising targets and work towards goals to advance the coalition's objectives.
- Delegate and oversee creation of communications materials including print and electronic appeals, stewardship communication, and storytelling. This work is accomplished in collaboration with outside consultants and communications experts from CEER member organizations.
- Cultivate and strengthen relationships with individuals, government agencies, CEER members and foundations.
- Prepare or delegate preparation of written and verbal proposals, concept and informational materials, endowment and planned giving agreements, and other materials needed to secure major gifts. Solicit major gifts annually while growing a pipeline of new opportunities to support future solicitations.
- Follow coalition fund development procedures to ensure transparency and collaboration in fundraising.
- Represent the organization publicly in communications projects and other collaborative initiatives, as needed.
- In coordination with the Coalition Director, creates opportunities to increase the visibility of CEER across the state through strategic partnerships, events, and special initiatives as schedule and budget permit.
- Establish CEER stakeholder list. Create and manage a database to mobilize supporters. Strategically grow the community of stakeholders, working with other staff to coordinate communication campaigns and events.

Professional Qualifications

- At least 5 years of relevant experience.
- Experience with communications about movement building or racial justice movements with a deep commitment to racial and social justice.
- Personal track record of success in reaching and exceeding fundraising goals.
- Proven ability to establish objectives, set performance standards, and organize and motivate a team to achieve goals.
- Ability to collect, collate, analyze and interpret data that will be used to inform decision making for operations, fundraising, and focused audiences.
- Ability to research, develop and implement CRM and/or fundraising software to manage relationships, opportunities and outcomes.
- Demonstrated project management, organization, strategic planning, delegation, and prioritization skills.
- Excellent written and oral communication skills.
- Exceptional interpersonal skills and the ability to develop relationships of trust and respect with development staff, CEER leadership, coalition member organizations, impacted community members, and donors. Experience working in partnerships or coalitions preferred.
- High school diploma required. Bachelor's degree or higher preferred.



- Individual from under-represented community and/or lived experience as a person representing one or more marginalized intersection/s of society.

Salary, Benefits and Work Environment

The starting salary range is approximately \$65,000 - \$70,000 depending on experience. Benefits include comprehensive medical, dental, vision, 401(k), paid holidays, vacation, sick leave, wellness benefits, professional development stipend and mobile phone reimbursement.

The Director of Advancement will be an employee of Healthy Gulf, the fiscal program sponsor for CEER, and report to the Coalition Director. Typical work environment is mostly remote with occasional travel to meetings and events. Given the pandemic, CEER staff are working 100% remotely. A full-time workweek, with light weekend and evening commitments is expected. Ongoing performance evaluation is provided throughout the year, plus an annual review.

To apply, please email a resume, cover letter and three professional references to iris@ceerhouston.org.