



Deputy Development Director

At the Coalition for Green Capital (CGC), our mission is to drive investments in the clean economy to reduce emissions and improve the quality of life for all Americans. By leveraging public-private partnerships and responsive financing, we aim to eliminate barriers to clean technology and promote energy abundance in every community. Our work is guided by a commitment to accelerate the deployment of clean energy technologies across the United States, with a special focus on supporting low-income and disadvantaged communities. For over a decade, CGC has led the Green Bank movement, working at the federal, state and local levels in the U.S. and countries around the world to unlock capital and empower communities to embrace a greener future. Together, we strive to build a sustainable future where clean power is accessible and affordable for everyone.

Our National Green Bank: The U.S. Environmental Protection Agency (EPA) has taken a significant step toward a greener future by establishing the first U.S. national green bank through the Greenhouse Gas Reduction Fund (GGRF). The EPA awarded the Coalition for Green Capital \$5 billion to capitalize this national green bank under The National Clean Investment Fund competition, along with \$125 million under Solar for All to foster the development of green banks and accelerate solar energy projects in North and South Dakota. Through strategic partnerships and innovative financing, our national green bank aims to create a robust clean energy finance ecosystem that addresses critical market gaps and maximizes the impact of every public dollar invested. This seed funding builds on CGC's decade-long leadership in the Green Bank movement, which has already led to billions toward clean energy adoption, ensuring that the nation's climate goals are met.

Job Summary

The Deputy Development Director is responsible for leading and implementing strategies to secure financial support for CGC through donations, grants, sponsorships, investments, and other funding sources. This role involved overseeing all aspects of fundraising activities, cultivating relationships with donors and stakeholders, and managing fundraising campaigns to meet revenue goals. It is highly preferred that the Deputy Development Director position is based in Washington, DC. The Deputy Development Director position will be a hybrid position.

Currently reporting to the Chief Administration and Development Officer. The Deputy Development Director currently has 0 direct reports.

Key Responsibilities

- **Fundraising Strategy:**
 - Evolve and execute comprehensive fundraising plans aligned with the organization's mission, goals, and financial needs.
 - Identify and prioritize funding opportunities from individual donors, foundations, corporations, and government agencies.
 - Stay abreast of trends and best practices in fundraising, incorporating innovative strategies to enhance revenue generation.

- **Donor Cultivation and Stewardship:**
 - Cultivate and maintain strong relationships with current and prospective donors, including individuals, corporations, foundations, and other stakeholders.
 - Implement stewardship activities to acknowledge and recognize donors for their contributions, ensuring a high level of donor satisfaction and retention.
 - Regularly communicate with donors through personalized outreach, updates on organizational activities, and opportunities for engagement.

- **Grant Writing and Management:**
 - Research grant opportunities, prepare grant proposals, and submit funding applications to foundations, government agencies, and other grant-making entities.
 - Manage the grant application process, including compliance with grant requirements, reporting, and ensuring timely submission of grant deliverables.

- **Fundraising Events and Campaigns:**
 - Plan, coordinate, and execute fundraising / learning events, virtually and in-person as occasion warrants, to engage donors and raise funds.
 - Develop and implement online and offline fundraising campaigns, leveraging various local, regional, and national channels and platforms to reach target audiences and achieve fundraising goals.

- **Budgeting and Financial Reporting:**
 - Work closely with the CGC team to develop and monitor fundraising outreach trackers and budgets, ensuring alignment with organizational priorities and financial objectives.
 - Prepare regular reports on fundraising activities, revenue projections, and progress towards fundraising goals for CGC leadership as requested.

Required Skills and Abilities

- Strong understanding of fundraising principles, techniques, and best practices.
- Excellent people skills – including written and verbal communication - with the ability to craft compelling fundraising appeals and presentations.
- Proficiency in grant writing, grant management, and database management software.
- Ability to collaborate with internal teams, board members, volunteers, and external stakeholders.
- Demonstrated ability to set and achieve fundraising targets, meet deadlines, and manage multiple projects simultaneously.
- Willingness to work flexible hours, including some evenings and weekends if needed for fundraising events and donor meetings.
- Commitment to the mission and values of CGC, with a passion for social impact and community development.
- Excellent organizational skills and experience in organizing and prioritizing project sets based on substance, urgency, and capacity.
- Self-organized with excellent attention to detail
- Ability to work under tight deadlines and manage multiple tasks in a fast-paced dynamic environment.
- English language fluency required.
- Experience with Salesforce or similar data management systems.

- A dedication to climate finance
- A sense of humor, passion for change, and an eye towards innovation
- Authorization to work in the United States of America
- Proficiency with Microsoft Office to include Word, Excel and PowerPoint
- Travel occasionally to support programs.
- Prolonged periods sitting at a desk and working on a computer required.

Education and Experience

- Bachelor's degree in nonprofit management, business administration, communications, or related field. Master's degree preferred.
- 5-10 years of proven experience in fundraising, development, or donor relations, preferably in a nonprofit or philanthropic organization.

Compensation and Benefits

- The target salary for Deputy Development Director is \$250,000.
- The Deputy Development Director will be eligible for an annual bonus of 10%-30% based on job performance.
- The benefits offered for Deputy Development Director are health insurance, 401k, vacation leave and sick leave.

CGC is dedicated to providing equal employment opportunities to all individuals based on job related qualifications and their ability to perform a job, without regard to age (over 40), sex (including pregnancy, married women and unmarried mothers), race, color, creed, veteran status, religion, disability, sexual orientation (including actual or perceived orientation), gender identity, gender expression, ancestry, marital status, national origin, citizenship, genetic characteristics, civil air patrol status, lawful activities during non-working hours, or any other protected class as defined by applicable federal, state, or local laws. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment, or bias.

Our equal employment opportunity philosophy applies to all aspects of employment including recruiting, hiring, training, promotion, job benefits, pay, dismissal and social/recreational activities. Our designated Civil Rights Coordinator is CGC's Chief Administrative and Development Officer.