



JOB POSTING: Development Manager

About MEC:

Michiganders love our two peninsulas and the Great Lakes that define them. We share a pride in our state's natural splendor and a devotion to protecting it as the cornerstone of Michigan's long-term prosperity and our world-class quality of life. That ethos transcends political boundaries, and it's stronger today than ever. You see it on T-shirts and bumper stickers. You feel it downtown, along the trail, at the farmers market, on the beach.

There it is, this beautiful, precious place: Michigan.

It is our job to protect it.

Michigan's environmental movement depends on the Michigan Environmental Council (MEC) to keep it strong, vibrant and connected. Together we focus energy and attention on the policies and cultural systems that are essential to make Michigan a more sustainable and equitable place. We are a coalition of more than 70 organizations with offices in Lansing and Detroit. Created in 1980 to lead Michigan's environmental movement, MEC combines deep environmental policy expertise, close connections to state and federal decisionmakers, and relationships with broad alliances to achieve positive public policy solutions to our most challenging environmental issues.

Our team—member organizations, board leadership and professional staff—are among the most passionate, visionary, and hard-working advocates you'll ever work with. If you want to devote yourself to the most meaningful work protecting Michigan's natural resources and public health, consider joining us at the Michigan Environmental Council.

Position:

The Development Manager plays a key role in ensuring the organization's success. The position is responsible for helping plan, execute, and manage daily activities involved in carrying out MEC's fundraising strategies. The Development Manager works closely with the COO and program directors, frequently with the CEO, and occasionally with members of the Board of Directors. This position reports to the COO.

Responsibilities:

Grants Management

- Guide the organization's grant-related fundraising
- Identify and coordinate the development, writing, and submission of grant proposals.
- Handle the collecting, analyzing, and reporting of data on the performance of grant-funded activities.
- Research, identify, and pursue new foundation and government grant opportunities.
- Develop and maintain an annual grant calendar that details foundation cultivation calls, preparation timelines, submission dates, report deadlines, and prospect outreach.

Event Management

- Execute all aspects of MEC's signature annual event, from venue selection to promotion to donor recognition.
- Plan and manage a number smaller events to meet with current and prospective donors throughout the year, such as receptions and issue briefings.
- Assemble and lead a committee to assist with event planning and execution.

Donation Management

- Stay up to date on the status of our fundraising progress, including the impact of activities, contributing donors, etc.
- Enter donations and assist with maintenance of the donor database (Salesforce).
- Prepare weekly, monthly, quarterly, and annual reports for the COO, CEO, and Board on giving trends, including at minimum donations received, average gifts, donor lifetime value, donor retention rates, and number of new donors.
- Prepare timeline donor acknowledgements, including drafting thank you letters and making/arranging calls.

Fundraising Strategy Support

- Help steer and grow fundraising activities within the organization
- Develop a culture of philanthropy across the organization.
- Create, track, and modify the implementation of an annual development plan.
- Execute annual appeals and mailings.
- Conduct donor and corporate research.
- Collaborate with communications and engagement colleagues to advance fundraising efforts.
- Plan and support donor-stewardship/cultivation activities.
- Prepare end-of-year correspondence from the CEO to our top 150 donors.

Base Qualifications:

- Demonstrated proficiency in writing and managing major, multi-year grant proposals.
- A proven track record of finding and securing new foundation grants.
- Strong organizational skills and the ability to simultaneously manage multiple projects with excellent attention to detail. Self reliance and creative problem-solving skills.
- An ability to work independently and as part of a team.
- Passion for MEC's partners, members and mission.

Education and Experience Qualifications:

- At least six years of nonprofit fundraising experience
- Experience at planning and managing fundraising events.
- Must be proficient in Microsoft Suite (especially Excel and Word), Zoom, Adobe Acrobat, and Google Suite (Drive, Gmail, Calendar, Docs, Sheets, and Slides)
- Knowledge and experience working with CRM database, Salesforce in particular

Other Position Notes

- This position requires travel throughout the state.
- MEC has offices in Lansing and Detroit. Telecommuting or remote work is an option for many aspects of this role.
- This position requires regular work outside normal hours, including evenings and weekends.
- MEC has a mandatory COVID-19 vaccination policy, unless you qualify for a federal government-approved accommodation.

Compensation Package

MEC offers an industry-leading compensation package. The Development Manager position includes a salary of \$45,000 - \$65,000 commensurate with experience; full medical, dental and vision benefits; organizational matching to a 403(b) retirement program and a flexible schedule with unlimited paid time off.

Application Process

Submit a single PDF with 1) a strong, detailed cover letter, 2) a resume and 3) at least three references (minimum two professional) to jobs@environmentalcouncil.org. Include "Development Manager" in the subject line. Please direct questions about the job description to COO Joe Bower at joe@environmentalcouncil.org. Application review is underway and continues until the position is filled.

Michigan Environmental Council is a proud Equal Opportunity Employer. Our goal is to be a diverse workforce that is representative of the Michigan citizens we serve. MEC does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.