



## Development Manager Spring 2017

Northeast Energy Efficiency Partnerships ("NEEP") seeks a full-time Development Manager to help build and maintain a diverse and sustainable funding base for the organization through foundation and government grants, and state-level partnerships. This work complements NEEP's private-sector financial support managed by NEEP's Industry Relations and Events Manager. The successful candidate must possess excellent writing, research, and organization skills, understand and make a clear and compelling case for NEEP's work and unique value, and have demonstrated experience in developing relationships and conducting in-person meetings and outreach.

### **About NEEP**

NEEP was founded more than 20 years ago as a non-profit to accelerate energy efficiency in the Northeast and Mid-Atlantic states. Today, it is one of six Regional Energy Efficiency Organizations (REEOs) funded in part by the U.S. Department of Energy to support state efficiency policies and programs. Our long-term shared goal is to assist the region to reduce carbon emissions 80% by 2050. For more about our 2017 strategies and projects, see this [two-page overview](#) or these [project briefs](#). You can also watch this brief [video](#) regarding our history.

### **Job Overview**

The Development Manager supports NEEP's development and fundraising efforts. This includes assisting development and implementation of a strategic fundraising plan; identifying, researching, and engaging potential funding sources and opportunities; developing funding materials and grant proposals; facilitating productive relationships with NEEP's grant funders; and supporting state-level partnerships. The Manager reports to and advises the Executive Director and collaborates with NEEP's Senior Management Team, Financial & Administrative Services, NEEP's Industry Relations and Events Manager, and the Strategic Marketing & Communications Team.

### **Responsibilities**

#### ***Support NEEP's Strategic Fundraising Plan***

- Assist development, updating, and implementation of a strategic fundraising plan.
- Lead development of compelling cases for grant support.
- Coordinate federal and foundation grants with NEEP's industry fundraising.
- Track and assess effectiveness of NEEP grant proposals and recommend improvements.

#### ***Prepare Funding Proposals, Requests, and Reports***

- Identify and recommend federal, state, and foundation grant funding announcements.
- Lead grant proposal preparation and submittal.
- Assist with materials and outreach for state funding partnerships.
- Review and edit timely and responsive progress and final reports.

#### ***Support New and Existing Funding Relationships***

- Support, track, and manage productive relationships with NEEP grant funders and state partners.
- Research, recommend, and help recruit new government and philanthropic funders.
- Develop materials to engage funder interest (e.g., project concepts, prospecti, portfolios of accomplishments).
- Maintain up-to-date files and information about NEEP's government and foundation grants.

#### ***Internal Collaboration***

- Work as a team with NEEP staff to achieve NEEP's fundraising goals.
- Work with the Strategic Marketing & Communications Team to coordinate strategic communications and brand management with development efforts and materials.



### **Qualifications and Key Abilities**

*While candidates of various backgrounds and levels of experience will be considered, we seek:*

- Three years of experience and demonstrated success in fundraising/donor research, relationship management, planning, and grant proposal preparation;
- Experience in collaborative work environments with demonstrated ability to lead as well as contribute to project teams;
- Excellent written and verbal communications skills;
- Interest in NEEP's mission and work;
- Experience in the effective use of Customer Relationship Management (CRM) platforms; Microsoft Office tools such as Word, Excel, and PowerPoint, as well as web-based tools and resources; and
- Relevant degree and/or equivalent educational qualifications.

### **Application Process**

To apply please email a resume, along with a cover letter outlining your interest in and qualifications for the position, to Bob McTighe at: [bmctighe@neep.org](mailto:bmctighe@neep.org). **No phone calls please.**

NEEP offers a competitive salary and a generous benefits package including health, dental, life, and disability insurance, generous personal time, and a matching 401(k).

NEEP is committed to an organizational culture of inclusion, diversity, and equity. We are committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, color, sex, age, national origin, and physical or mental disability. We apply this policy to assure non-discriminatory practices in recruiting, hiring, training, promotion, compensation, benefits, and all other activities. It also supports our capacity to achieve our mission on a regional scale.