

# Philanthropy Manager (Major Gifts)

Development Team - Los Angeles, USA

## Job description

### Job purpose

ClientEarth is a charity that uses the power of the law to protect the planet and the people who live on it. We are lawyers and environmental experts who are fighting against climate change and to protect nature and the environment.

The US Philanthropy Manager will develop, manage and deliver ClientEarth's fast-growing private philanthropy in the US. This will involve leading US strategy, meeting budgetary targets and working closely with the US Board and global team.

This is a key role within the wider London-based Development team, holding responsibility for implementing US strategy, developing donor cultivation, stewardship plans and pursuing new opportunities to grow unrestricted income.

The post holder will lead on managing ClientEarth's US portfolio of private philanthropic support, as well as work with a personal portfolio of donors, helping to drive the growth of this vital income stream for ClientEarth. The post holder will have an entrepreneurial approach, be results-orientated with a track record of fundraising success.

### Working relationships

The US Philanthropy Manager will report to the Global Director of Development and work closely with senior management and volunteer leaders/ fundraisers to cultivate and inspire support from major donors in the US. The post-holder will personally manage a portfolio of major donor prospects, primarily giving individually but also including individual representatives of institutional prospects and donors. They will also support management of key US relationships of the CEO, Deputy-CEO, Chief Counsel and Global Development Director.

The post-holder will also work alongside the wider Philanthropy team in the UK, to ensure cohesion and coordination between the two core teams making up the Development department: Philanthropy and Strategic Partnership.

They will have key relationships with London based Finance, Communications and Operations teams; lawyers and policy officers, as well as trustees, Development Board members, donors and prospects.

### Key responsibilities

- Work with London-based Global Director of Development and Head of Philanthropy to develop and execute a U.S. development strategy, focusing on major gifts and set appropriate targets for U.S. fundraising
- Manage the U.S. major donor fundraising operations including prospect research and screening, development of tracking tools, cultivation and stewardship systems

- Support the Global Director of Development in the development and review of systems and procedures and as appropriate, advise on the necessary adaptation of such for the U.S. fundraising program
- Develop the U.S. major donor pipeline; create and implement cultivation, solicitation and stewardship strategies
- Build and manage a personal portfolio of major donor prospects capable of making gifts of \$10,000 or more
- Support and manage the visits of the senior ClientEarth team
- Personally solicit major contributions individually and as part of a solicitation team
- Devise and manage cultivation and stewardship events for prospective and existing donors
- Support the recruitment and management of the U.S. Board of Trustees and serve as the main fundraising contact in the U.S. for the Board of Trustees and Development Board
- Maintain accurate, up to date data and records and produce progress and financial reports for senior management in the UK as well as the various Boards
- Develop public-facing major donor communications materials consistent with brand guidelines, in coordination with the UK-based communications team and program staff as appropriate
- Support the Director of Development in creating the conditions for success within the department including structure, operations, vision and values
- Travel regionally and occasionally to the UK

#### **General**

- Undertake any other duties as may be reasonably required of this role

#### **Location**

- This position will ideally be based in Los Angeles and will involve regular travel to New York and some occasional travel to London and other ClientEarth offices in Europe

## **Person Specification**

#### **Education and training**

- Bachelor's degree

#### **Experience & knowledge**

- At least five years of relevant professional experience (e.g. frontline fundraising, major donor program development, Board management)
- A proven track record of soliciting and closing five-figure gifts
- Ability to conceptualize and describe funding needs in a way that is compelling to prospects, donors, Board members and other stakeholders

- Ability to develop and implement operational and strategic plans for significantly growing income from individuals at the major gift level
- Demonstrated success in growing a major donor prospect base including strong prospect research skills and a solid understanding of moves management
- Sound understanding of the systems and procedures required to support a successful major donor effort (i.e., gift administration, financial reporting and reconciliation)
- Experience supporting and managing institutional leadership, including executive management, program staff and volunteer leaders, in fundraising from major donor prospect identification to qualification, cultivation and solicitation
- Marketing and communications experience, including the production of public-facing materials and delivering public-facing engagements
- Sound knowledge of the U.S. philanthropic market

### Key competencies

- Persuasive communicator with excellent writing, editing, and presentation skills
- Strong analytical and numerical skills, including the ability to understand and analyze budgets and financial information thoroughly in multiple currencies
- Excellent interpersonal skills with the ability to work both independently and in a team-oriented, collaborative manner, with diverse multicultural internal and external individuals
- Exceptional organizational skills with the ability to set priorities and manage multiple tasks, react positively in light of shifting and competing timelines and to work well under pressure
- Strong initiative and self-motivation with commitment to personal development
- Good self-awareness and the ability to give and receive feedback sensitively and objectively and a willingness to challenge constructively
- Passion for the ClientEarth mission and ability to effectively serve as an ambassador for the organisation

### To apply

Please visit <https://jobs.clientearth.org/jobs/> to submit your personal details, a supporting statement together with your resume.

If you have any questions or queries, please email [jobs@clientearth.org](mailto:jobs@clientearth.org)