



**The Center for Climate Strategies**  
*Helping States and the Nation Tackle Climate Change*

[www.climatestrategies.us](http://www.climatestrategies.us)

### **The Center for Climate Strategies (CCS) Seeks Development Officer**

Organization: EESI/The Center for Climate Strategies (CCS)  
Position: CCS Development Officer  
Commitment: Full-Time Contract Position, 40 hours

#### Overview:

The Center for Climate Strategies is a Policy Center within Enterprising Environmental Solutions, Inc (EESI) and is the nation's leading catalyst for the development and implementation of state and regional climate change policy through planning, facilitation and advanced technical analysis. CCS also leads the integration of state and federal climate policy through partnerships to develop policy architecture, programs, and related studies. CCS partners with and provides assistance to government officials, institutions, and stakeholders -- including Governors and their cabinet and staff, state legislators, and others -- to develop and implement comprehensive climate change mitigation and adaptation policies and plans, and conduct a wide variety of technical assessments.

CCS seeks a talented fundraising and program development professional to lead its efforts to fund the expansion of its programs and increased demand for its current range of services. The position reports directly to the CCS President and CEO, and works regularly with the CCS Senior Management Team, EESI Executive Director, EESI Senior Accountant and a number of CCS program and project coordinators. The Development Officer prepares background for and participates in weekly internal conference calls, external conference calls with current and prospective funders, occasional in-person meetings at administrative offices or field locations of CCS and EESI, and potentially in annual or biannual donor briefings, involving occasional travel. A Washington, DC metro location is preferred.

CCS, as a Policy Center within a 501c3 nonprofit organization, is supported primarily by private foundation grants, individual donors, and state government contracts. CCS is not a membership-based organization and has no member services program. Primary goals for CCS development include:

- »Retention of CCS core group of donors;
- »expansion and diversification of the CCS core group of private foundation donors;
- »Expansion of private individual donor support;

- »Pursuit of RFP's issued by state, regional and local government organizations
- »pursuit of RFP's and grant programs of the federal government

Responsibilities:

Many of the responsibilities listed below are shared with and supported by other CCS positions, including: the CCS Technical Director, Program Management Officer, Communications Officer, and Administrative Assistant and Senior Management Group.

1. Program and Proposal Development
  - a. Foundation proposals
  - b. Request for Proposals (RFP) Response Coordination and Development
  - c. Work Plan, Project Budget, and Funding Plan Development
2. Reporting and Outreach
  - a. Interim and Final reports to funders
  - b. Newsletter and End of Year report of accomplishments
  - c. Periodic outreach to donor community
3. Donor Cultivation and Development
  - a. Foundation Donor Prospects, coordination of conference calls and meeting schedules and tracking of donor contact histories
  - b. Private Donors, coordination of briefings and outreach to expand support
  - c. State/Federal/Regional Opportunities, explore new opportunities
4. Maintain and Develop CCS Fundraising Plan
  - a. Regular updates to spreadsheets: Weekly Review, Funder Allocations and Revenue Projections
  - b. Assistance with grant allocations process
  - c. Coordinate and prepare for quarterly meetings of the Finance Review Committee
  - d. Provide reporting and program updates for EESI Board Meetings
5. Database Management
  - a. Customization of Donor Perfect Online Database and Reporting System
  - b. Data Entry for all grants, contributions, and contact histories

Qualifications:

Requirements include a Bachelor's degree, although a Master's degree is preferred, and at least 10 years of professional development experience. The candidate must demonstrate measurable development results and successes at previously held positions and have strong writing and communications skills. Knowledge of the foundation community, state and federal government agencies, and environmental issues is preferred. A strong commitment to the CCS mission of "helping states and the nation tackle climate change" is critical.

For more information, visit our website at [www.climatestrategies.us](http://www.climatestrategies.us). To apply, please send a resume, cover letter, two short writing samples and three professional references in a Word document via e-mail to Thomas D. Peterson at [tdp1@mac.com](mailto:tdp1@mac.com) or by mail to:

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