



Associate Director of Stewardship & Research

Location: Remote

The Alliance for Climate Education (ACE) exists to confront climate change as the most urgent crisis of our time, threatening the futures of people and ecosystems across the globe. ACE's mission is to educate young people on the science of climate change and empower them to take action. We achieve impact by working at the nexus of young people, climate justice, and democracy. We seek to educate a generation of young people about the climate crisis, and invite them to join the climate movement they must lead, including participating in our democracy as a voter. Since our founding in 2008, ACE has directly engaged tens of millions young people through its programs.

JOB SUMMARY

ACE's Associate Director of Stewardship & Research (ADSR) is a fundraising support staff role responsible for various projects related to gift processing, donor prospecting, and stewardship activities across the organization. The ADSR reports to the Deputy Director of Philanthropy.

ACE's proposed annual fundraising budget for fiscal year 2022 is \$10.7M. The ADSR plays a critically important role to ensure the success of the full development team by identifying, prospecting, and researching potential new donors and ensuring donor retention by spearheading donor engagement, cultivation, and stewardship across giving levels and portfolios.

The ADSR will join a small, skilled Development team with strong leadership, support and active fundraising led in partnership with the Executive Director. The ADSR will also work collaboratively across all ACE Teams, including ACE's Board of Directors, Digital Engagement and Campaigns Team, Operations and HR Team, the Executive Team, and other emergent program teams. This is a fully remote position that will require consistent, frequent communication and collaboration with a fully remote team.

Successful performance of job responsibilities will result in measurable increases in individual donor prospecting activity and increases in donor retention through improved stewardship practices.

ESSENTIAL FUNCTIONS

- **Prospect Research (40%).** Leading prospect research on potential ACE funders, with an emphasis on mid-level (\$1,000-\$9,999) and leadership-level (\$10,000+) individual donors. The ADSR leads ACE's prospecting activities and collaborates closely with the Head of Philanthropy, Deputy Director of Philanthropy, and the Individual Philanthropy team on strategies to bring in new individual donors with a focus on mid-level and leadership-level giving. This may include producing small to mid-sized gatherings in

ACE's key states and areas of prospective donor saturation, social media targeting and action-taking analysis in collaboration with the Director of Digital Strategy, producing online events and/or fundraisers. The ADSR will conduct deep dive research into individual donors in the climate space through their online presence, support of similar-mission organizations, DonorSearch records, action-taking and background with ACE, etc. The ADSR will regularly produce qualified prospect research reports for use by frontline individual philanthropy fundraising staff, and collaborate on prospect outreach strategies across the entire department. The ADSR, as part of the prospect qualification process, will vet individual donors for alignment with ACE's gift acceptance policy.

- **Donor Stewardship (40%).** Spearheading and tracking donor cultivation and stewardship strategies across ACE's individual and institutional giving portfolios. The ADSR works with the Deputy Director of Philanthropy and across the Development team to ensure that donors are thanked in a thoughtful, creative, and timely way across multiple communications channels. They will create and implement a communications calendar for current and prospective funders across giving levels to ensure that individual and institutional donors are connected to ACE's impact and excited about the work ahead using storytelling across a combination of emails, phone calls, texts, and webinar events. The ADSR develops and implements a strategy for a regular cadence of donor multi-channel communications with a special focus on first-time donor communications journey, and year-end giving communications across all giving levels. The ADSR keeps the Development team informed of best practices in donor relations and stewardship, monitors donor relations activities across the development team utilizing the organization's Salesforce CRM and reports on weekly moves management activities, etc.
- **Gift Processing (20%).** Coordinating and executing all aspects of gift processing, such as data entry, donation acknowledgements, gift receipts, revenue reconciliation, etc. The ADSR coordinates gift processing across the entire organization, reporting to Development staff and ACE leadership on regularly determined intervals. The ADSR will lead gift processing in Salesforce CRM including entering gifts received via check, direct deposit, and online donation pages; timely donor acknowledgment; and monthly revenue reconciliation. Deeply integrated throughout this work is an underlying commitment to Justice, Equity, Diversity, and Inclusion. Specifically as it relates to this role includes engaging in discussion with the Development team around decolonizing wealth, developing creative ideas for engaging the philanthropic community in these discussions, ensuring that new funders are aligned with ACE's values of justice and equity, and ensuring donor stewardship policies are effectively and equitably applied across individual donors of all levels.



This description reflects ACE's assignment of essential functions, it does not restrict the tasks that may be assigned. ACE retains the right to change or assign other duties to this position at any time.

KEY WORKING RELATIONSHIPS

- All Staff
- Development Team
- Finance & Operations Team
- Executive Office
- Digital and Data Team
- Board Members
- Donors
- Youth, Partners and other Stakeholders

KEY RESPONSIBILITIES

- In collaboration with the Head of Philanthropy and Deputy Director of Philanthropy, develop annual goals and work plan for donor prospecting, cultivation, and stewardship;
- Collaborate with the Head of Philanthropy and Individual Philanthropy team on strategies and implementation to identify and research individual leadership giving prospects, including vetting potential funders for alignment with ACE's gift acceptance policy;
- Collaborate with the Director of Digital Strategy to generate targeted ads and analyze action-taking behaviors of existing and potential donors;
- Lead the production for online and live events to expose new potential donors to ACE's work and build greater connection among existing funders;
- Lead a thoughtful donor cultivation and stewardship strategy across the Development team, including bringing new donors into ACE's work, thanking and acknowledging donors, and keeping our community of funders informed and connected to ACE's work;
- Project manage communications with ACE's supporter network, including sharing the impact of ACE's work and future plans and leading year-end and spring appeals campaigns in collaboration with the Assistant Director of Individual Philanthropy;
- Lead Data Management and Gift Processing for the Development team across portfolios; and
- Deliver on other tasks and responsibilities as needed.

QUALIFICATIONS

Minimum Qualifications

- 3-5 years experience in fundraising, donor relations, or communications/marketing.
- Demonstrable knowledge and/or experience in prospecting research practices, communications/mass marketing sales practices, AND/OR stewardship practices.
- Proven excellence with verbal communication skills and ability to communicate effectively to different audiences.



- Excellent technological skills, and fluency required OR ability to learn: Salesforce, Monday.com, Engaging Networks, Slack, Google Apps, and other relevant programs as necessary.

Desired Qualifications

- Education: BA/BS preferred, but not required.
- Preference for candidates with 3-5 years experience in stewardship management and/or prospect research.
- Self-motivated to manage multiple projects with thoroughness, accuracy, timeliness, and professionalism.
- Excitement to bring new ideas to the table and engage others in fundraising.
- Troubleshoots challenges with patience and creativity.
- Strong organizational and time management skills.
- Ability to adapt as necessary to fulfill additional roles, responsibilities, and opportunities in development programming as necessary.
- Passion for ACE's mission and our work to educate young people on climate science and empower them to take action.
- Excellent collaborator and communicator.
- Commitment toward equity and justice in philanthropy.
- Horizontal management and collaboration.

Employees must be able to perform the essential functions of the position satisfactorily.

Reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

POSITION DETAILS

- Application Deadline: July 31, 2021
- Schedule: Full-time
- Annual salary range: \$61,700-\$85,100 commensurate with experience
- Generous benefits including: Medical, Dental, Vision, 403b retirement savings plan, Vacation, 2 Floating Holidays, 2 Community Service Floating Holidays, Sick time and 12 observed holidays
- ACE is an equal opportunity employer that highly values staff diversity
- Location: Remote (May require occasional travel once it is safe)

APPLICATION GUIDELINES

Please apply by emailing your resume and cover letter to careers@climateeducation.org, with "Associate Director of Stewardship & Research" All your information will be kept confidential according to EEOC guidelines.

ACE is an equal opportunity employer that highly values diversity, equity and inclusion and views the climate crisis as a social justice crisis. People who identify as Black, Indigenous and People of Color (BIPOC), people who experience gender oppression, people with disabilities,



and people who identify as members of the LGBTQIA+ community are particularly encouraged to apply.