



307 Fourth Avenue, Suite 700 / Pittsburgh, PA 15222

March 28, 2025

**Position Title**

Director of Development and Partnerships

**Location**

Sustainable Pittsburgh's downtown office with option for hybrid work

**Reporting To**

Executive Director

**Direct Reports**

None

**Who we are and what we stand for**

Sustainable Pittsburgh is a 501(c)3 nonprofit organization and a trusted convener, having worked for more than 25 years with decision-makers at hundreds of the region's businesses, nonprofits, and local governments. We focus on systems change, with a comprehensive approach that promotes the intersecting goals of social equity, environmental stewardship, and economic prosperity.

Through our programs, events, and initiatives, we help regional decision-makers find and implement high-impact ways to build fundamentally sustainable organizations and communities, to make best practices into standard practice. We work to create a thriving southwestern Pennsylvania where stakeholders are connected, sustainability knowledge is shared and applied, and all people can thrive.

We are a dynamic team of dedicated professionals. Through collaboration and open-mindedness, and with credibility and resourcefulness, we are making a difference for a better region and world. We hope you will join us.

**Our vision on diversity and inclusion**

*Wherever you're from, whatever your background, Sustainable Pittsburgh needs you! At Sustainable Pittsburgh, we believe inclusion and diversity are key to our success. By fully leveraging our diverse experiences, backgrounds, and insights, we inspire innovation,*



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*shape a new narrative, and create better outcomes for our partners and the communities we serve.*

*"At the heart of our mission, Sustainable Pittsburgh strives to be an organization that connects with and serves every community across Southwestern Pennsylvania. Together, let's build a more sustainable future for everyone."*

- Bhavini Patel, Executive Director

## **What does it take to be a successful Director of Development and Partnerships at Sustainable Pittsburgh?**

**The Director of Development and Partnerships will be successful by overseeing organizational efforts to diversify our revenue potential, provide grant writing and grantseeking support, and scale up our corporate giving program in order to meet or exceed defined fundraising targets.**

You will partner with the Executive Director, the senior leadership team, and the Board of Directors in advancing the mission and vision of Sustainable Pittsburgh by building an organization-wide culture of philanthropy propelled by a mission-driven, donor-focused, data-driven fundraising plan.

You will manage all aspects of fundraising at Sustainable Pittsburgh, assuming primary responsibility for the identification, cultivation, solicitation and stewardship of foundation support, corporate sponsorships, and government funding. You will work closely with the Executive Director in building relationships and soliciting, and stewarding support from foundation, corporate, and government sources. Working in close collaboration with the Senior Director of Communications and communications staff, you will ensure fundraising messages are incorporated into organizational communications and develop specific messaging and communication vehicles. You will work closely with the Director of Programs and the programs team to understand priorities and identify opportunities and resources that support our work. You will participate as a key member of Sustainable Pittsburgh's senior leadership team, report directly to the Executive Director, and serve as the liaison to the development committee of the Sustainable Pittsburgh Board of Directors.

You will ensure that all appropriate systems, policies, and procedures are in place and adhered to for successful fundraising communications. The Director of Development and Partnerships will demonstrate a commitment to accountability, measuring outcomes and creating a results-oriented culture within fundraising and donor communications at Sustainable Pittsburgh. Preferred candidates will be self-motivated, deadline-driven multitaskers.

### **Principal Functions**

- Further develop and execute Sustainable Pittsburgh's strategic fundraising plan. Incorporated in that plan will be specific strategies for corporate sponsorship, foundation and government grants, board giving, major giving, and special events, with a focus on making effective donor relations and stewardship an organizational priority. Develop and monitor a development budget to support these efforts.
- Collaborate with the communications team to plan, develop, and execute an annual end-of-year campaign to solicit donations from individuals in the database. Set up internal systems to receive, properly record, and acknowledge donations. Work with the Board Chair and Executive Director to manage annual Board giving.
- Use special events as part of the comprehensive fundraising and communications plan as an opportunity to build relationships with foundations, corporate sponsors, and government officials, and build awareness in the broader community about the work of Sustainable Pittsburgh.
- Work with the Executive Director and programs team to identify potential sponsors from the CEOs for Sustainability network and plan and implement solicitation and follow up. Update and maintain CEOs membership levels and work with programs team to make sure non-sponsor members are invoiced annually and that the database is updated and current.
- Develop and execute strategies to secure additional corporate support, work with the Director of Programs and other leadership staff to identify sponsorship opportunities, identify potential sponsors and develop sponsorship benefits. Manage the solicitation and acknowledgment process.

- Be responsible for sponsor benefit tracking and fulfillment with support from other staff as appropriate.
- Work with the Development Committee and the Executive Director to actively engage all board members in the fundraising process including personal annual financial contributions.
- Research and identify potential foundation and government funders and funding opportunities. Take the lead on writing grant proposals in collaboration with the Executive Director and senior leadership. Work with the Executive Director to plan strategy for building relationships and crafting successful proposals. Develop and track proposals and reports deadlines.
- Develop and maintain efficient systems and standards for data entry, database accuracy, gift processing, prospect research, and relationship management. Ensure the database's accuracy and integrity of data, including input and output, technology management and end-user training.
- Other duties as assigned by the Executive Director.

## **Qualifications**

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- Bachelor's degree with a minimum of five (5) years' of relevant fundraising experience with increasing responsibilities. An alternative combination of education and work experience can be considered in lieu of a degree.
- Extensive knowledge base regarding fundraising. Must demonstrate collaboration and leadership ability as well as a sound understanding of fundraising principles and ethical practices.
- Existing networks in the local, state, and/or federal government, and relationships in the foundation and regional business community are required.
- Demonstrated commitment to cultural competency.
- Demonstrated commitment to continuing professional and personal learning.
- Excellent interpersonal, communication, and presentation skills appropriate for diverse audiences.
- Ability to work well in a fast-paced and changing environment, to take initiative, and to independently manage multiple priorities. Confidence, flexibility, and strong



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organizational skills are beneficial as well as the ability to consult, problem solve, and work collaboratively.

- Well-developed interpersonal and communication skills and the ability to work effectively and professionally with different internal and external stakeholders, elected and appointed officials, community partners, and corporate leaders.
- Demonstrated commitment to the organization's vision for a thriving region where stakeholders are connected, sustainability knowledge is shared and applied, and all people can succeed.
- Aptitude for the data management and effective use of office software applications and information systems in support of a development program. Knowledge of and experience with Salesforce and Click & Pledge helpful but not required.

## **PHYSICAL REQUIREMENTS:**

While performing the duties of this job the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. An employee in this position is exposed to conditions relative to a typical office environment, including ambient room temperatures, moderate noise levels, fluorescent lighting and traditional office equipment. Employees will be expected to be able to use personal and/or public transportation. Occasionally, the employee should expect moderate to high levels of travel within the greater Pittsburgh region and across Pennsylvania.

## **Salary and Benefits**

This full time, exempt position offers an approximate salary range of \$75,000-\$85,000, depending on qualifications and experience, and a comprehensive benefits package, including medical/dental/vision.

## **Application Information**

The position is open until filled. Applications will be considered on a rolling basis and are encouraged by Apr 7. To apply, please submit a cover letter and resume as a single .pdf with filename "DevelopmentPartnerships-YOURLASTNAME" as an email attachment to [careers@sustainablepittsburgh.org](mailto:careers@sustainablepittsburgh.org).



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## **Equal Employment Opportunity Statement:**

It is the policy of Sustainable Pittsburgh to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, political affiliation, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law.