POSITION DESCRIPTION

DEVELOPMENT DIRECTOR

The Product Stewardship Institute (PSI), a progressive national environmental institute doing cutting-edge work on product stewardship and sustainability, seeks a Development Director. This position is ideal for a master practitioner who is an upbeat, energetic and enterprising, highly skilled development professional who thinks creatively, works well independently, draws their motivation from within, and thrives in a fast-paced, multi-tasked entrepreneurial organization. PSI desires someone who wishes to build a dynamic fundraising function to help take a growing non-profit to the next stage of its development. Our website is: www.productstewardship.us

PSI has an outstanding track record receiving funding from government agencies, and is now ready to grow additional funding streams through major donors, corporate and foundation grants, corporate underwriting sponsors, program revenue, and other potential revenue sources. Consequently, PSI has created this new position in response to its organizational growth.

PSI MISSION
The Product Stewardship Institute pursues initiatives to ensure that all those involved in the lifecycle of a product share responsibility for reducing its health and environmental impacts.

PSI VISION
The Product Stewardship Institute envisions a society in which products are responsibly manufactured, used, and managed after use to conserve resources and protect the environment and human health.

Current product categories include electronics, paint, fluorescent lamps, thermostats, medical sharps, pharmaceuticals, phone books, pressurized gas cylinders, tires, and radioactive devices.

Salary: Commensurate with experience and salary history (includes a generous benefits package.)
Deadline Application: Rolling. Please check the news and events bulletin on the PSI home page to make sure the position is still posted. For the ideal candidate, we will consider flexible hours, some telecommuting, and an initial part-time commitment.
Start Date: May/June 2008

PSI is an Equal Opportunity Employer.
**Job Summary**

The Development Director is an outstanding fundraiser and relationship manager, who works directly with PSI’s Founder/Executive Director and an active Board to develop and implement PSI’s strategic development plan. The Development Director will establish an effective fundraising infrastructure to meet PSI’s revenue and funder engagement goals. Working closely with the Founder/Executive Director and Board, the Development Director will leverage the time and resources of the organization's leadership to drive growth. Specifically, the Development Director is responsible for engaging the Founder/Executive Director and Board in support of creating and implementing the development strategy for PSI to achieve fundraising goals, and to engage stakeholders in program events and fundraising activities. This task includes leveraging key relationships and contacts within and outside of the current PSI network. As a new position for PSI, the challenge for the new Development Director is to establish a Development Department while also accomplishing the following:

- Effectively leverage PSI’s existing funding partnerships, engaging donors in organizational events, and positioning the organization for renewal grants;
- Construct and implement initiatives to identify and cultivate new major donor prospects;
- Develop and implement systems, strategies, and tactics to fuel corporate giving/sponsorship and foundation grants to underwrite events and programs;
- Manage the process and/or write grant proposals and reports to corporate, foundation, and government funders;
- Plan and execute special fundraising campaigns and events to build relationships;
- Work closely with an outside communications consultant to develop approaches and tools to regularly communicate with current and potential funders, and to deepen their engagement in the organization's work;
- Lead internal and outsourced staff to conduct grant research and writing.

S/he will supervise and train a Development Assistant/Intern as needed.

**Qualifications and Requirements**

We welcome candidates with a background specifically in environmental science/policy and social responsibility, as well as candidates whose backgrounds also include demonstrated success in direct corporate sales, cultivating and managing multi-faceted relationships, developing winning proposals, and serving as a spokesperson for a program or service. The ideal candidate will have substantial experience developing and leading fund-raising efforts for mid-sized non-profit organizations. Among the other qualifications we seek in candidates are the following:

- Big-picture, strategic thinker with a positive “let’s make it happen” attitude.
- 5+ year track record of closing large deals and dramatically increasing corporate and individual donors in a non-profit organization or association.
- Demonstrated success in raising and stewarding gifts of $50,000 and more from individuals.
- Success in supporting, training, motivating, and working with staff, Board Members, and high level volunteers on campaigns and Major Donor initiatives.
- Ability to identify, engage, and take the initiative to build relationships with potential new donors; ability to creatively and strategically leverage and work well the Executive Director, Board Members, staff, and others to build and strengthen relationships that lead to increased revenue for the organization.
- 3+ years of management experience leading and motivating professionally diverse teams.
- Highly developed communication and interpersonal skills, including exceptional writing and presentation skills, and the ability to translate ideas into clear, compelling proposals.
Qualifications and Requirements (continued)

- Strong diplomatic skills and ability to generate alignment quickly and effectively.
- Demonstrated success working in a fast-paced, entrepreneurial environment, with the flexibility required to adapt to and support accelerated growth.
- Excellent judgment; a strategic thinker with a collaborative work style and excellent organizational skills.
- Strong interest in and commitment to the mission of the organization.
- Knowledge of high-profile foundations and corporations preferred.
- Knowledge of, or interest in, environmental issues is desired.
- Understanding of Boston and Boston market funding streams is a plus.
- Strong organizational and management skills.
- Willingness to travel regionally and nationally to work directly with donors.
- Bachelor’s degree in science, business, nonprofit management or a closely related field; Master’s degree preferred.
- Experience with word processing, spreadsheet, and database programs. Experience with Microsoft Office software preferred.
- Attracted to living in Greater Boston.

To Apply

Please send an email with subject line "Director of Development" to: jobs@productstewardship.us and attach the following:

- Thoughtful cover letter (outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity)
- Resume
- 3 references
- 2 grant writing samples
- 2 fundraising letters/samples
- Salary requirements