



## **Director of Development**

Founded in 1984 and based in Washington, DC, Island Press's mission is to provide the best ideas and information to those seeking to understand and protect the environment and create solutions to its complex problems. We elevate voices of change, shine a spotlight on crucial issues, and focus attention on sustainable solutions. As the nation's foremost not-for-profit publisher of environmental books and other materials, we grow the awareness of and present science-based solutions to the critical challenges of our times to the natural world, to the built environment, and to the health and well-being of all.

As a key leadership team member, the Director of Development will be responsible for fundraising and development activities to forge new relationships that build Island Press's visibility, impact, and financial resources. Through the solicitation of major gifts, federal and state grants, corporate, and foundation support they will establish and implement the infrastructure to support a budget with revenues of \$4 to \$5 million, including publishing and other activities. A successful Director of Development will strengthen and expand the fundraising capacity of the organization, year over year.

### Overview

- Expand and diversify Island Press's donor base and work closely with other team members to secure funding for books and new initiatives
  - Identify, cultivate, and solicit foundation, corporate, government, and individual prospects
  - Prepare and submit grant proposals and reports, and oversee reporting schedules
  - Work closely with the Board of Directors to support board members in their fundraising role
- Develop and implement stewardship programs aimed at cultivating deeper ties with donors, to include planning and executing donor events
- Identify key areas for evaluation and build capacity for ongoing self-assessment to demonstrate the impact of publishing and programs in supporting the mission of Island Press
- Manage Development employees and fundraising consultants

### Qualifications

- An understanding of and an appreciation for the ideas of diversity, equity, and inclusion
- Prior experience sufficient to carry out the essential duties and responsibilities of the position, as in a similar or subordinate role
- Proven track record of year over year growth in fundraising and donor cultivation
- Strong written and verbal communication skills
- Ability to manage multiple concurrent projects with a strong attention to detail in a fast-paced environment
- Ability to effectively communicate across all levels of the organization and to work independently and within a team
- Ability to travel to events and the DC headquarters, as needed
- Familiarity with foundations and major donors in the environmental and social justice sectors
- Interest in book publishing

### Compensation & Benefits

- Salary starting at \$85k - \$115k, commensurate with experience
- Remote work within United States and flexible scheduling; hoteling available at DC headquarters
- Friday Flextime potential
- Annual leave: vacation, sick, and personal
- Subsidized healthcare insurance
- Dental and vision insurance
- Life, short-term and long-term disability insurance
- Flexible spending accounts for medical and dependent care expenses
- Retirement plan
- Pre-tax commuting benefits and free Capital Bikeshare membership in DC
- Free membership to on-site fitness center at DC headquarters
- Employee discount on Island Press titles

### Application

As a leading non-profit book publisher, we believe that including and representing diverse voices in all aspects of our business is fundamental to what we do. Our publishing programs must reflect the broad range of backgrounds, experiences, political views, and ideas that shape our society and publish books for all readers.

Island Press provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

To apply, send cover letter and résumé to [resumes@islandpress.org](mailto:resumes@islandpress.org) with a subject of Director of Development, or you can mail your application materials to Attn: HR/Editor, Island Press, 700 12<sup>th</sup> St NW Ste 700 PMB 95497, Washington, DC 20005. No calls please.