

## NACFE Development Manager

APPLICATION INSTRUCTIONS Please ensure you have read the entire announcement below before submitting an application. Send via email (1) a resume and (2) a cover letter, both documents are required to [mike.roeth@nacfe.org](mailto:mike.roeth@nacfe.org) by July 16<sup>th</sup>, 2018.

The North American Council for Freight Efficiency (NACFE) is a nonprofit organization dedicated to doubling the freight efficiency of North American goods movement. NACFE operates as a 501c3 nonprofit to provide an independent, unbiased research organization for the transformation of the transportation industry. Data is critical and NACFE is proving to help the industry with real-world information that fleets can use to act. In 2014, NACFE collaborated with Carbon War Room, founded by Sir Richard Branson and now a part of RMI, to deliver tools and reports to improve trucking efficiency. These reports include a series of Confidence Reports that detail the solutions that exist, highlight the benefits and consequences of each, and deliver decision-making tools for fleets, manufacturers, and others and Guidance Reports on technologies for the future. As of early 2018, NACFE and RMI have completed 18 such reports covering nearly all the 85 technologies. [www.nacfe.org](http://www.nacfe.org)

NACFE works with Rocky Mountain Institute (RMI)—an independent nonprofit founded in 1982—transforms global energy use to create a clean, prosperous, and secure low-carbon future. It engages businesses, communities, institutions, and entrepreneurs to accelerate the adoption of market-based solutions that cost-effectively shift from fossil fuels to efficiency and renewables. RMI has offices in Basalt and Boulder, Colorado; New York City; Washington, D.C.; and Beijing. [www.rmi.org](http://www.rmi.org)

### POSITION DESCRIPTION

We are contracting an energetic, mission-focused fundraising professional adept at building the internal and external relationships needed to secure renewal and new gifts from industry corporations, individuals and foundations. Individuals in the position must have high attention to detail, work as a leader or in a support role as needed to secure and steward major funding relationships and be willing and able to perform both the creative thinking for donor strategies, as well as the administrative and project management detail needed to keep momentum on track. The Development Officers will be responsible for the development and management of a portfolio of current and potential donors, as well as key programmatic initiatives and their fundraising strategy. This includes working with staff to build the fundraising strategy and case for support and building and leveraging key relationships and contacts within and outside of the organization's network.

### RESPONSIBILITIES

- Advance individual and organizational relationships that result in contributions for NACFE working in conjunction at times with the Rocky Mountain Institute, Carbon War Room, or both through personal visits, email correspondence, and telephone conversations with prospects and donors.
- Identify, qualify, solicit and steward a portfolio of approximately 100 – 150 new and existing prospects (individuals, foundations, and corporations) with capacity to make gifts (from \$5,000 to \$100,000 and more).
- Help create and communicate the value proposition of corporate sponsorship for unrestricted funding to NACFE.
- Gather data, assess prospects, and develop strategies designed to realize the current and lifetime giving potential of individual and foundation prospects.
- Work with the team to create compelling proposals, cultivate new prospects, and steward existing donors. Use Salesforce database or other client management tools to document the

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management process and provide accurate relationship status and financial projections for the portfolio.

- Work collaboratively with the program team to gain a comprehensive understanding of NACFE's work and build strong working relationships with program leaders.
- Translate highly technical information into accessible written and verbal language that will compel donors to support key programs and projects.
- Represent NACFE at events to expand the organization's network and cultivate donors.
- Support the team in preparing communications and materials, designing meeting content, and coordinating activities with program colleagues.
- Engage occasionally with RMI/CWR's development strategy and overall mission.
- Perform other duties as required or assigned.
- Total time expected is approximately 10 hours per week.

### QUALIFICATIONS

#### Education & Experience

- Bachelor's Degree with a track record of successful solicitation of foundation and individual gift experience
- Work experience in non-profit development
- For-profit experience also desirable; considerable knowledge of fundraising techniques, and sources of funding for nonprofit agencies and organizations or an equivalent combination of experience in corporate sales
- Experience working successfully with top level Executives in a fast-paced environment.
- Planned giving and international experience desired but not required.
- Ability to travel occasionally

#### General

- Knowledge of NACFE's mission and objectives as well as the principles and practices of non-profit organizations.
- Strong communication skills, both verbal and written.
- Ability to establish and maintain effective working relationships with staff, Board members, community groups and other associated agencies.
- Able to navigate and understand a complicated funding environment with the flexibility to change course quickly with a positive attitude

Thank you for your interest in this important position. NACFE has established itself in the industry as the authority on freight efficiency technology adoption and is excited about our growth opportunities. Looking forward to hearing from you.



Michael Roeth, Executive Director NACFE