



Job Title: Part-Time - Contract - Director of Philanthropy

Organization: ACEER Foundation

Location: Remote

Position Type: Part-Time

About ACEER Foundation

The ACEER Foundation (Amazon Center for Environmental Education and Research) works to advance conservation, environmental education, and community empowerment in the Amazon rainforest. Through impactful programs and collaborative partnerships, we aim to foster sustainable solutions and raise awareness of the Amazon's ecological and cultural significance.

Position Summary

The ACEER Foundation is seeking a strategic and experienced fundraising professional to serve as our part-time Director of Philanthropy. In this role, the Director will lead and execute all fundraising efforts. Reporting to the President and working closely with the Board, this individual will be responsible for developing and implementing a comprehensive fundraising plan, managing donor relationships, and leading a volunteer fundraising committee to drive contributions.

Key Responsibilities

Fundraising Strategy and Execution

- Develop and implement a strategic fundraising plan to achieve ACEER's annual operating budgets.
- Identify, cultivate, solicit, and steward individual donors, foundations, and other potential sources of support.
- Create and manage donor engagement opportunities, including appeals, campaigns, and events.

Committee Leadership

- Chair and manage a volunteer fundraising committee, guiding members to actively participate in fundraising activities.
- Work collaboratively with the committee to identify fundraising prospects, engage potential donors, and organize outreach initiatives.

Donor Relations and Stewardship

- Build and maintain strong relationships with current and prospective donors to encourage continued and increased giving.
- Develop and execute a donor stewardship plan to acknowledge and recognize donors, fostering long-term engagement and retention.

Grant Writing and Reporting

- Research, write, and submit grant proposals to secure funds from foundations and institutional partners.
- Prepare impact reports and updates for donors and grantors to showcase ACEER's progress and achievements.

Collaboration and Communication

- Coordinate fundraising activities with the ACEER team to align efforts with organizational priorities and goals.
- Communicate regularly with the Board, President, and staff to provide updates on fundraising activities and outcomes.
- Ensure timely and clear communication with donors, committee members, and key stakeholders.

Qualifications

- Minimum 3 years of experience in fundraising, preferably in a nonprofit setting or with a focus on environmental or conservation causes.
- Proven ability to develop and execute successful fundraising strategies to achieve financial goals.
- Strong relationship-building skills with a record of engaging donors and partners effectively.
- Experience managing and working with volunteer committees or teams.
- Excellent written and verbal communication skills, with a talent for storytelling and connecting donors to mission impact.
- Familiarity with donor management software and grant writing is a plus.

Compensation

This is a part-time contract role and will include an annual stipend of \$18,000 USD.

To Apply: Please submit a resume to rbouck@aceer.org