



Director of the John Cobb Legacy Fund

Who We Are:

The Institute for Ecological Civilization (EcoCiv) is a 501(c)3 non-profit that promotes civilizational change for the long-term wellbeing of people and the planet. We work internationally to support systemic approaches to long-term sustainability by developing collaborations among government, business, and religious leaders and among scholars, activists, and policy makers. We build effective partnerships, conduct research, and design solutions across social sectors through consultations, think-tank gatherings, and policy engagement.

Position description:

EcoCiv, in conjunction with the Cobb Institute and the Center for Process Studies, seeks a **Director of the John Cobb Legacy Fund** to work under the President of EcoCiv, of one of the three organizations to execute the fund development plan, focusing on securing funds for the organizations by managing a group of assigned, qualified donors (caseload) assuring that as many as possible are retained as continuing donors to the organizations and are upgraded in their giving and involvement. This is a part-time (roughly 20 hrs/wk), non-exempt, at-will position with an expected start date no later than March 1, 2022.

Essential Duties and Responsibilities:

- Design and implement a planned giving program.
- Set goals for planned gifts and regularly report progress on weekly basis.
- Identify, cultivate, and solicit potential planned gift donors.
- Create a planned giving marketing plan to cultivate and steward ongoing donors and planned giving prospects.
- Create and maintain a planned giving recognition society for donors.
- Create an appropriate stewardship plan to maintain ongoing relationships with donors who have made planned giving commitments.
- Develop appropriate marketing materials to support contact, marketing, and calls with potential planned gift donors.
- Join and attend professional groups and educational sessions as needed; keep abreast of current trends.
- Work with program and the communications department to secure appropriate project information, including budgets, and create offers, proposals and asks that will be used with persons on the caseload to secure gifts.
- Create monthly reports as required by management that accurately reflect caseload activity and performance.
- Manage Zoom calls between John Cobb and potential donors.

Supervisory Responsibilities:

None.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Ability to work varied hours including nights, weekends and holidays. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

- Possession of a Bachelor's Degree in Business, Public Relations, Communications, Marketing, or a related field required.
- Possession of a Master's Degree and knowledge of "Process Community" and Claremont School of Theology Alumni is highly desirable
- Minimum 5 years of fundraising leadership experience is required. Corporate and/or Business-to-Business sales leadership experience may be substituted for fundraising experience.
- Progressive experience in successful development of programs and knowledge of "best practices" in development is desired.
- Previous experience in development, communications, and marketing or demonstrated employment history in a related position is required.

Licenses, Certifications, Registrations:

- Must possess a valid California Driver's License, a reliable automobile, and auto insurance.
- Must be at least 21 years of age.

Knowledge, Skills and Other Abilities:

- Knowledge of development, communications, and marketing. Competent in Microsoft Office Suite, web browsers, Zoom, etc.
- Ability to read, analyze and interpret legal and financial documents in the English Language.
- Ability to write professional reports and correspondences.
- Ability to speak effectively before groups.
- Must be able to function independently and be able to seek guidance when necessary.
- Excellent writing, communication, organizational, time management skills.
- Ability to maintain a professional, confidential work environment.
- Must demonstrate respect for all family lifestyles and cultural values.
- Ability to relate with children in a nurturing and respectful manner while maintaining appropriate boundaries with both children and families.
- Ability to cooperatively with a culturally diverse client population and work force.



INSTITUTE FOR
**ECOLOGICAL
CIVILIZATION**

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Pay rate:

starting rate of \$25-27 per hour

To Apply

Please send a cover letter and resume to Jessica Mardock at hr@ecociv.org.