

**Environmental Film Festival in the Nation's Capital (DCEFF)
Job Posting**

**Director of Development
January 2025**

The Environmental Film Festival in the Nation's Capital (DCEFF) is seeking a motivated, passionate Director of Development to lead the advancement of the largest and longest-running showcase for environmental films in the United States. As one of Washington, D.C.'s leading arts and environmental nonprofits, DCEFF is uniquely positioned to convene storytellers, policymakers, and thought leaders in service of a just, verdant future.

This full-time position plays a critical role in securing the long-term sustainability of the organization through stewarding long-term institutional partnerships as well as cultivating new individual, corporate, and foundation prospects.

This position requires both the creative thinking to identify funding opportunities, and the executive ability to translate ideas into immediate actions and follow-up. The ideal candidate will be an energetic, fast-acting, confident ambassador for the organization, with outstanding interpersonal skills and a track record of securing major gifts.

This is a full-time position based in Washington, D.C., though we will consider flexible arrangements for outstanding candidates. While work from home arrangements are possible, the individual will be in Washington for the key days during and around the annual March Festival.

Background

Launched in 1993, the Environmental Film Festival in the Nation's Capital (DCEFF) is the largest and longest-running showcase for environmental films in the United States. Each March, our signature Festival presents more than 100 documentary, narrative, and short films from around the world at more than twenty venues throughout Washington, D.C., introducing audiences to the diversity and vitality of Washington's culture, history of activism, and proximity to policy change. Alongside the screenings, we offer panels and special events featuring filmmakers, subject matter experts, and other invited guests to foster dialogue and deepen engagement. Significantly, the majority of our screening events are made available at no cost to our audiences.

We also offer a full slate of year-round programming, such as youth programs for D.C. public and charter school students and regular community-based screenings, including both first-run and encore Festival presentations. A leading D.C. cultural institution, we were named Best Film Festival in D.C. by *Washington City Paper* each of the past six years, and were honored with the Mayor's Award for Excellence in Creative Industries in 2017. Our 33rd Annual Festival will take place from March 20-29, 2025.

DCEFF Director of Development Job Description and Posting

Job Summary

Reporting to the Executive Director (ED) and working closely with a small staff and the Board of Directors, the Director of Development is an integral part of DCEFF's leadership. The Director of Development will lead the implementation of all aspects of DCEFF's fundraising strategy, aligning with programming goals and the current Strategic Plan. This role will collaborate with Festival leadership, programming staff, and the Board of Directors to grow diverse funding streams, maintain current support levels and expand opportunities with foundations, corporations, government agencies, individual donors, and event-based initiatives. The Director of Development is supported by the Development and Administrative Assistant, but should be a proactive self-starter.

Responsibilities

Individual Giving (35%)

- **Goals:**
 - Increase individual donor revenue by \$100,000 in the first year and increase by 10% in each consecutive year.
 - Improve donor retention by at least 5% each year.
- **Duties:**
 - Grow DCEFF's individual giving pipeline and program for cultivation, solicitation, stewardship, and retention.
 - Lead and manage all major individual donor solicitations.
 - Oversee the Friends of the Festival membership program, including recruitment, retention, and benefits.
 - Identify, cultivate, and solicit major gift donors through personalized outreach, stewardship activities, and cultivation events.
 - Manage a portfolio of major donors, providing exceptional stewardship and building strong relationships.
 - Collaborate with the Executive Director and Board Members to develop and implement donor cultivation and stewardship strategies as outlined in the organization's fundraising strategy.

Grants (35%)

- **Goals:**
 - Secure at least \$600,000 in foundation, corporate, and government grants annually.
- **Duties:**
 - Strengthen DCEFF's existing foundation relationships through cultivation and stewardship activities.
 - Conduct in-depth research on potential funders to identify the best fit for DCEFF's mission and programs.

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- Identify and cultivate new prospective grant funding sources, building strong relationships to support the organization's programs.
- Write compelling grant proposals that effectively communicate DCEFF's impact and funding needs.
- Manage grant timelines, ensuring timely submission and reporting.
- Support the Executive Director and Director of Marketing in securing corporate partnerships for the annual Festival.

Donor Event Management (10%)

- **Goals:**
 - Increase event revenue by 10% each year.
- **Duties:**
 - Execute signature annual Festival fundraising events and year-round donor cultivation events, including the Annual Benefit Reception and garden party.
 - Oversee all aspects of event planning, including budgeting, logistics, guest invitations, and volunteer coordination.

Donor Information, Gift Management, and Analysis (5%)

- **Goals:**
 - With the support of the Development and Administrative Assistant, maintain accurate and up-to-date donor records.
- **Duties:**
 - Execute and implement gift processing and stewardship activities, ensuring timely and accurate acknowledgment of gifts.
 - Manage donor data in the CRM system, including inputting gifts, updating records, and generating reports.
 - Prepare donor acknowledgment letters, tax receipts, and other correspondence.
 - Conduct regular data analysis to identify trends and inform fundraising strategies.

Development Support for Board of Directors & Advisory Council (15%)

- **Goals:**
 - Maximize Board and Advisory Council engagement in fundraising activities.
 - Enhance the Board and Advisory Council's understanding of the organization's fundraising strategy.
- **Duties:**
 - Provide high-level development support to the Board of Directors, Development Committee, and Advisory Council.
 - Educate Board and Advisory Council members on fundraising best practices and their role in donor cultivation.

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- Facilitate discussions on fundraising priorities and strategies.
- Ensure systems and processes drive fundraising and board engagement.
- Prepare materials for Board and Committee meetings, including reports and presentations.

Qualifications

We welcome applications from accomplished, communicative, highly organized, and detail-oriented development professionals with a dual passion for film/media arts and the environment.

Successful candidates will also possess the following:

- Proven experience (5+ years) in nonprofit development, fundraising, or related fields, with a track record of successful fundraising campaigns, grant writing, and major gift solicitation, preferably in an arts or environmental nonprofit setting.
- History of developing successful donor relationships and supporting volunteer teams in executing donor strategies.
- Demonstrated success at managing special events for diverse constituencies.
- Excellent project and time management skills with attention to detail and accuracy and the ability to prioritize tasks, responsibilities, and deadlines.
- Strong commitment to implementation and follow-through, and a clear command of logistical thinking.
- Strong proficiency in G Suite, Microsoft Office, and Adobe Suite; nonprofit CRMs, including DonorPerfect; prospect research tools; and online research tools.
- Ability to organize donor and financial data and produce calendars and reports.
- Excellent research, writing, editing, and oral communication skills.
- Creativity, adaptability, and a sense of humor; willingness to staff and contribute to departmental and organizational initiatives and events as they arise.

Compensation

Full-time salary between \$75,000 to \$95,000, depending on experience.

How to Apply

The Environmental Film Festival in the Nation's Capital (DCEFF) is an Equal Opportunity Employer. Job applicants are considered with no discrimination on the bases of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit-based factors.

Interested candidates should submit a thoughtful cover letter and résumé in PDF format to jobs@dceff.org.