

*Please note that applications submitted prior to March 11, 2008 were not received. All applicants are encouraged to re-submit their materials.*



**Development Associate  
Washington, DC**

**OVERVIEW**

The Center for Clean Air Policy (CCAP), a renowned leader for more than two decades in the global climate change policy arena, seeks applications and nominations for a Development Associate (Associate). The last few years have seen unprecedented interest in climate policy, and CCAP aims to maximize its influence in market-driven, politically viable policy solutions around the world.

Working closely and collaboratively with CCAP's senior staff, the Associate will be responsible for analyzing CCAP's revenue streams and identifying opportunities to attract new donors. S/he will be responsible for foundation fundraising, and supporting senior staff in the development of long term fundraising and marketing plans. The ideal candidate will identify and inspire opportunities for supporting CCAP and have the acumen to cultivate prospects through funding cycles. S/he will demonstrate substantive knowledge of climate and clean air policy, have a proven track record for managing budgets and complex projects, and provide leadership in fundraising for CCAP's programs. The ideal candidate will have demonstrated fundraising skills, a collaborative, team-oriented work style, and a commitment to effectively influence climate policy.

**MISSION & HISTORY**

*To significantly advance cost-effective and pragmatic air quality and climate policy through analysis, dialogue and education to reach a broad range of policymakers and stakeholders worldwide.*

*-- CCAP Mission Statement*

Ned Helme, a leading expert on climate and clean air policy, founded CCAP in 1985 with the explicit goal to search for innovative solutions to environmental and energy problems. Under Ned's visionary leadership, CCAP has developed unparalleled expertise and leadership in climate and air quality policy at the local, national and international levels.

By working closely with policy makers at all levels of government, CCAP seeks to develop, promote and implement innovative, market-based solutions to major climate, air quality, and energy problems while balancing both environmental and economic interests. CCAP is the only

independent, international nonprofit think tank in the world working exclusively on these issues in all major climate policy markets in the U.S. and internationally.

With a staff of 20 and a growing budget of \$3.5 million funded by foundations, corporations and international governments, CCAP reaches a broad range of policymakers and stakeholders worldwide through analysis, dialogue and education. Its current work is split evenly between international and U.S. programs focused on climate change solutions

The Center is seeking a Development Associate to serve as the primary fundraising professional in the organization.

## **OPPORTUNITIES AND CHALLENGES FACING THE DEVELOPMENT ASSOCIATE**

Reporting to the Executive Vice President/COO, the Development Associate position is a unique opportunity to build an effective foundation and major gifts program within a dynamic and rapidly growing organization. The position affords the opportunity to develop skills in the development and management of critical aspects of the organization. CCAP values mentoring and ongoing training of staff members and in return, has high expectations for the quality of work produced. The Development Associate, a position with tremendous growth potential, will have responsibilities that will include, but not be limited to:

- Manage the overall fundraising program for project funding from foundations, corporate and government sources.
- Research and prepare grant applications to corporations, foundations and government agencies. Identify potential new sources of funding.
- Steward existing relationships with donors, including providing reporting data when necessary. Cultivate new relationships with current and future donors and partners.
- Research and explore a strategy to begin a major gift program. Work closely with the Executive Vice President and senior staff to enhance the participation and engagement of the Board of Director's Development Committee.
- Assist in CCAP's communications function, including the development of contact and fundraising database tools, marketing materials and ongoing outreach to donors.
- Interface regularly with and support the work of the Program staff in the development and management of donor sources.

## **QUALIFICATIONS**

The successful candidate will have a Bachelors degree and a minimum of three years of related experience in a non-profit organization – preferable one with a core of foundation, government and/or major gift funding. This position affords a great opportunity to capitalize on the momentum in the climate change movement by helping to promote and create strategies to advocate for CCAP's important programs. Additionally, the ideal applicant will possess many of the following professional and personal abilities, attributes and experiences:

- Strong organizational skills including the ability to balance multiple projects and tasks simultaneously, often with competing priorities and deadlines;
- A motivated self-starter with the flexibility and creativity to work within the realities of a growing enterprise;
- Superb written and verbal communication skills;
- A zeal for the importance of improving climate policies;
- Strong and strategic relationship-building skills including the capacity to work closely with and engage donors;

- Skills in one or more foreign languages is preferred;
- Experience with MS Office is required and familiarity with fundraising software and related contact database applications are a plus;
- A sense of humor, adaptability, humility and creativity.

## **APPLICATION AND NOMINATION INFORMATION**

Nominations and applications will be reviewed as received and applicants, therefore, are encouraged to apply as soon as possible. Applications including a cover letter describing your interest and qualifications, your resume (in Word or pdf format), where you learned of the position and a salary history should be sent to: [recruitment@ccap.org](mailto:recruitment@ccap.org) In order to expedite the internal sorting and reviewing process, please type “Development” and your name (Last, First) as the only content in the subject line of your e-mail.

*The Center for Clean Air Policy is an equal opportunity employer.*