Senior Development Advisor
Washington, DC

WHO WE ARE

We know that our climate goals can only be met by rapidly reducing emissions and removing the carbon that already exists in our atmosphere. Carbon180 is a climate NGO with a vision to remove legacy carbon emissions from the atmosphere and create a livable climate in which current and future generations can thrive. Based in Washington, DC, we design and champion equitable, science-based policies that bring carbon removal solutions to gigaton scale.

THE OPPORTUNITY

Overview

Carbon180 is seeking a senior development advisor to join our growing team. You will work with the executive director to support large donor engagement initiatives and you will be responsible for building and executing a small donor strategy. This will include the creation of fundraising materials, CRM management, and donor communications. The position will report to the chief of staff.

Major Roles + Responsibilities

- Launch and manage a formal, institutionalized funder CRM that includes key analytics to inform fundraising strategy
- Work with the executive director on a weekly basis to manage large donor relationships, including identifying and implementing best practices
- Plan events and meetings, virtual and in-person, for existing and potential donors
- Create fundraising materials — write memos, generate slide decks, draft remarks, and build out spreadsheets — that clearly and effectively communicate organizational strengths, priorities, and vision
- Build and own a strategy to increase small dollar donations and engage with small dollar funders
- Send funder acknowledgements

Compensation + Benefits + Perks

Carbon180 is deeply committed to providing competitive compensation and comprehensive benefits to our employees.

The salary range for this position will be **between $90,000 and $135,000**, commensurate with candidate experience.
Carbon180 prides itself on offering benefits and perks to our employees that illustrate how we live our values, including:

- 36-hour workweeks (we close at 1 pm every Friday) and dedicated no-meeting time each week
- Flexible work culture (we are located in Washington, DC but you aren’t required to work from the office)
- 4 weeks of PTO, 2 weeks of sick leave, and 5 floating holidays/personal days
- 16 weeks of paid parental leave
- Paying 100% of medical/dental/vision insurance premiums for you and your dependents
- A quarterly health & wellness stipend

WHO YOU ARE

Our ideal Senior Development Advisor believes deeply in our mission. Beyond that:

- **You move fluidly from strategy to execution.** You appreciate the big picture and feel inspired to set a bold vision, but you know it’s all in the details. You manage projects fluidly, fiercely prioritize, and track timelines, data, and information in an organized and systematic fashion. You don’t drop balls, miss deadlines, or forget to respond to someone’s inquiry — and you’re not afraid to roll up your sleeves to do the work.

- **You’re a driver of results.** You’ve demonstrated the ability to drive results in the pursuit of ambitious goals, and you combine your exceptional strategic, analytical, and critical thinking skills with your penchant to use data to drive decision-making toward achieving impressive outcomes.

- **Partnerships are your “thing.”** You have experience building relationships across a diverse set of stakeholders. You’ve developed high-impact strategic programs, then pitched and implemented each to accomplish a specific, impactful objective. You make a great salesperson, but you’d rather sell democracy.

- **You build trust and leverage meaningful relationships to get things done.** A relationship-builder at heart, the people you work with trust that you leverage relationships to get things done in a mutually beneficial, non-transactional way. You are both warm and demanding. You do the things you say you will do, hold others accountable, and support the people you engage in the pursuit of our shared goals.

- **You roll with the punches, and can turn on a dime.** You remain flexible and operate comfortably in rapid-response fundraising conditions. Often, it’s on us to move quickly to get people the information they need to invest confidently in our work.

- **CRM is your favorite set of letters.** You juggle dozens of active relationships by staying organized, transparent, and communicative, internally and externally. You rarely drop balls, and others would describe you as someone who follows up with them to follow up with you.

You will also need **3–8 years of experience working on development and fundraising** and **strong project management experience.**
We currently require that all employees that plan to enter a Carbon180 office or otherwise meet in person with coworkers or other third parties on Carbon180 business are fully vaccinated against the COVID-19 virus. Accordingly, this role may require full COVID-19 vaccination (subject to any exemptions or accommodations due to medical or religious reasons).

TO APPLY

To apply for the Senior Development Advisor role, please submit an application [here](#) no later Monday, May 23, 2022. If you have any questions or issues submitting an application, please email us at [hiring@carbon180.org](mailto:hiring@carbon180.org).

On the application, you’ll be asked to

- answer some basic questions about your background/experiences;
- in place of a cover letter, answer a few written reflection questions to help us learn more about your interest in joining our team and in this role specifically, and;
- attach your resume via email as prompted in the application form.

INTERVIEW PROCESS + TIMELINE

- Applications are being accepted until Monday, May 23, 2022.
- There will be three rounds of interviews throughout June and early July.
- We anticipate extending an offer in mid-July.

OUR VALUES

At C180, we believe in living by an internal set of core values, which we strive to embody and celebrate in moments big and small.

- **One Boat.** We work hard to ensure that we are rowing in one direction as a team, aligning our work and resources to shared goals.
- **Pencil to Pen.** We think critically, do our research, and weigh multiple options. Then, we commit to move to action.
- **Win and Lose Together.** When one of us succeeds, we all win. When we encounter challenges, we determine how best to redirect the energy and resources of the team to solve them.
- **Person in the Professional.** Our team is composed of real people with real passions, interests, and needs, within and outside of our work. To be our best and most productive selves at work, we believe we need to care for ourselves and others.
- **Make Space, Share Space.** We believe in making space for all voices to be heard, within our team and our broader work – particularly and especially voices historically disenfranchised and disproportionately impacted by the effects of climate change.
• **Be a Window, Not a Door.** We’re committed to transparency and shining light on how and why decisions are made. We are honest with one another, ask for clarity, and operate with integrity to build a culture of trust.

• **Grow the Braintrust.** We are committed to constantly learning and staying up to speed on the science of our field. We work to grow our knowledge, sharpen our skills, and bring great minds to the field of carbon removal.

Carbon180 is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria. Carbon180 continually seeks to enrich its staff and team culture. In particular, we’re dedicated to broadening opportunities for individuals from demographic groups that are historically underrepresented in the sciences and in environmental advocacy. We’re also committed to building an inclusive workplace culture where talented people of widely different backgrounds can thrive. We’ve adopted this commitment because we believe the inclusion of culturally diverse perspectives will improve our work and produce better societal and environmental outcomes for all, including historically disenfranchised communities.