

**Job Title: Director of Development**

**Organization:** [Ecogenia](#)

**Location:** Athens, Greece [Remote]

*\*Note, exceptional candidates in other Greek cities can be considered. If based outside of Athens, the candidate must be able to travel to Athens up to 3 times a month for events and meetings at their own expense. Ecogenia has available coworking space in Athens and Litochoro.*

**Job Type:** Full-time

**Reports to:** Co-founders

**Salary:** Competitive and commensurate with experience

**Deadline to Apply: October 4, 2024**, but applications will be considered on a rolling basis, so early submission is encouraged.

**Ideal start date:** Monday, December 2, 2024

**About the Organization:**

[Ecogenia](#) is an emerging nonprofit organization in Greece, dedicated to creating a national youth climate corps as a vehicle to mobilize young people in addressing pressing community climate needs. The organization recruits, trains and places young people (18-30 years old) in vulnerable localities to support climate resilience efforts, ranging from advancing sustainability education to supporting local authorities with disaster prevention work, as wildfires and floods become a more frequent occurrence.

In its current phase, the organization has been executing short-term (2-3 months) service projects across various regions of the country (Dorida, Chania, Litochoro) to pilot and improve its program offering. Having incorporated the learnings from this pilot phase, the intention for the next few years is to continue scaling out of the flagship location of Litochoro, Mt. Olympus, which served as the basis for its 2024 service project, with an aim to expand the service projects in duration (6-12 months) and numbers of hosted participants. Meanwhile, Ecogenia continues to advance its advocacy efforts directed at securing state funding to achieve national scaling of the program, so that every young person across Greece can serve their country through a year of paid work for the environment.

In 2025, the organization is scheduled to host two service projects: one in Chania (January - March 2025), and one in Litochoro with a 6-month duration between April and September.

As a startup, now in our third year, we are building our team *with passionate, driven individuals who are committed to making a lasting impact.*

## **Position Summary:**

The Director of Development will play a crucial role in Ecogenia's next phase of scaling. This person will work closely with the co-founders and the organization's Board of Directors to secure the organization's long-term financial sustainability, namely, by leading the fundraising and development efforts. This is an exciting opportunity for a dynamic, results-oriented professional to be a part of the leadership team of a growing organization with an ambitious vision for Greece. This person will take Ecogenia's development strategy to the next level, and will have a chance to build a comprehensive development strategy and development team from the ground up to ensure the financial sustainability of our mission-driven work.

Ecogenia also has a 501c3, Friends of Ecogenia, in the United States to leverage fundraising opportunities in the U.S. This role will work closely to develop and manage the Friends of Ecogenia Board and the Friends of Ecogenia Ambassadors Network to fundraise on behalf of Ecogenia in the US. The ideal candidate for this role will also have experience working with diaspora networks and have ties and/or experience in the U.S.

## **Qualifications:**

- **Education:** Bachelor's degree in nonprofit management, business, marketing, or a related field. A Master's degree is a plus.
- **Experience:** At least 10 years of experience in fundraising, development, or a related role, with a proven track record of achieving fundraising goals. A demonstrated ability to increase fundraising results year on year and at least 3 years of experience fundraising for organizations with an annual budget of at least 500,000 Euros. At least 3 years of experience managing personnel. Experience in a startup or grassroots nonprofit is highly desirable. Experience working with and managing European funding is a plus, in addition to any experience working closely with government officials and/or stakeholders.
- **Skills:**
  - Strong understanding of the Greek philanthropic landscape and experience working with donors in Greece and internationally.
  - Exceptional written and verbal communication skills in both Greek and English.
  - Proficiency in fundraising software, donor management systems, and Google Suite systems.
  - Excellent organizational and project management skills, with the ability to manage multiple priorities and deadlines.
  - Ability to work independently and as part of a team in a fast-paced, dynamic start-up environment.
- **Personal Attributes:**
  - Passionate about the mission of Ecogenia and committed to making a positive impact.
  - A self-starter with a high degree of initiative, creativity, and resilience.
  - High emotional intelligence with strong interpersonal skills and the ability to build and maintain relationships with a diverse group of stakeholders.

- Ethical and transparent in all interactions with donors, staff, and partners.
- Strikes the balance of pragmatic and optimistic.

## Key Responsibilities:

### 1. Development & Fundraising Strategy:

- Lead the fundraising strategy to cover Ecogenia's annual budget, currently over 300,000 Euros with an anticipated growth rate of 30-45% in the next two years, and expected to more than double in the next five years
- Design and implement a comprehensive development & fundraising strategy that includes: individual giving, major gifts, institutional giving, corporate partnerships, grant writing, European projects, special events, etc.
- Set short-term and long-term fundraising goals in alignment with the organization's mission and growth objectives, especially as it relates to the organization's Strategic Plan and Action Plan); this will include working closely with the organization's head of government relations and policy development to successfully incorporate public-private partnerships in the overall strategy implementation
- Manage and lead all aspects of the donor cycle, ongoing relationship management and communication; this includes **all donor profiles** outlined in strategic plan
- Manage and lead end-of-year and other strategic giving campaigns
- Support the cross-functionality of this strategic work with other departments, namely communications and programs

### 2. Department Operations Management:

- Work closely with the co-founders to develop and manage the development budget
- Track fundraising progress and provide regular reports to the co-founders and Board of Directors
- Ensure the efficient use of resources to maximize the impact of fundraising efforts
- Work closely with the operations team to produce monthly and annual income reporting to ensure sound management of income and transparency.
- Develop department growth plan to include internships and any other relevant positions to support department goals and foster a work environment that encourages professional growth and development
- Ensure website is up to date with all relevant donor and/or supporter profiles and any updates are communicated in a timely manner to the website development team; work closely with the web development team for changes/updates related to the donation page

### 3. Strategic Partnerships Management:

- Develop and maintain relationships with corporate sponsors, community organizations, and other stakeholders to secure financial and in-kind support

- For all partners with donor reporting requirements, manage and lead all aspects of reporting in a timely manner
  - For corporate partners, explore opportunities for cause-related marketing, employee giving programs, and volunteer engagement initiatives
  - For European projects and funding, scope and maintain relationships with relevant partners to access European funds aligned with Ecogenia's strategy
  - For government relations and state funding, support the development of relevant contracts, invoices and other paperwork and ensure sound and transparent reporting, as needed; as well as support the application process for relevant state registries that improve credentials and make Ecogenia eligible to state funding
  - For media, support the communications team by providing all relevant information needed to conduct PR engagement, including but not limited to relevant communications networks and channels in diaspora networks of interest
  - Scope and cultivate any other relevant partnerships to support fundraising needs in alignment with strategic plan and Ecogenia's mission, examples include: diaspora networks, investment groups, etc.
  - Represent Ecogenia in any relevant professional networks and manage any relevant outputs related to the network
- 4. Grant Writing and Management:**
- Identify and research potential grant opportunities from local, national, and international foundations and government sources
  - Write and submit compelling grant proposals and manage the entire grant application process (*note - we hope to hire a grant writer in the near future, but in the short-term this responsibility will fall on the Director to continue managing*)
  - Ensure timely reporting and compliance with grant requirements
- 5. Events and Campaigns Planning and Execution:**
- Represent Ecogenia in high level conferences, speaking engagements, networking opportunities, etc. as they arise
  - Plan, coordinate, and execute creative and engaging fundraising events and online campaigns
  - Work closely with the communications team to develop the right language and visual elements to support events and campaigns execution
  - Manage Ecogenia event budgets and logistics, and secure sponsorships and in-kind donations
- 6. Board and Ambassador Engagement:**
- Support the co-founders and current board members with ongoing board recruitment and development efforts
  - Collaborate with the both boards (Greece and U.S.) to leverage their networks and support fundraising efforts
  - Ongoing engagement, support and training (when necessary) of the board members and Ambassador Network to support fundraising needs
  - Provide regular updates on development activities and work with board members to identify and cultivate potential donors



**Application Process:**

Interested candidates are invited to submit their resume and a cover letter, **in both English and in Greek**, to [lia.papazoglou@ecogenia.org](mailto:lia.papazoglou@ecogenia.org) with the subject line "Director of Development Application – [Insert Your Name]." Applicants that do not follow these instructions will not be considered.

Applications will be reviewed on a rolling basis, so early submission is encouraged. The deadline to apply is **October 4, 2024**. Interviews will be held in October with the anticipated offer sent in November for ideally a December 2, 2024 start date.