

Fundraising Manager

Who we are

Textile Exchange is a global non-profit that creates leaders in the sustainable fiber and materials industry. The organization develops, manages, and promotes a suite of leading industry standards as well as collects and publishes vital industry data and insights that enable brands and retailers to measure, manage, and track their use of preferred fiber and materials.

With a membership that represents leading brands, retailers, and suppliers, Textile Exchange has, for years, been positively impacting climate through accelerating the use of preferred fibers across the global textile industry and is now making it an imperative goal through its 2030 Strategy: Climate+. Under the Climate+ strategic direction, Textile Exchange will be the driving force for urgent climate action with a goal of 45% reduced CO2 emissions from textile fiber and material production by 2030.

To learn more about Textile Exchange, visit: [TextileExchange.org](https://www.TextileExchange.org)

Intro

Textile Exchange, a global nonprofit organization that convenes the textile industry to accelerate the reduction of carbon from fiber and material production, is searching for an experienced Development & Fundraising Manager. As a key member of the organization, this individual will coordinate all fundraising efforts to drive Textile Exchange's goals and objectives, including funder cultivation and stewardship, grants administration, and event sponsorship.

Duties and Responsibilities

- Actively seek and apply for Grants that align with Textile Exchange's strategy, programs, and initiatives.
- Effectively communicate Textile Exchange's mission to prospective funders.
- Ensure Grant report deadlines are met.
- Track all call notes and fundraising opportunities activity in organization database.
- Work collaboratively with TEam members to raise funds for special events, projects, and programs, ensuring that the program needs are aligned and that asks are consolidated.
- Work with our conference and communications teams to ensure that Sponsors/Funders are appropriately recognized on website, event programs, social media, etc.
- Track event sponsor benefit delivery to ensure obligations are fulfilled as promised.
- Cultivate a process to deepen relationships, increase retention, and maximize giving potential.

- Sustain and grow current corporate sponsorship programs aligned with events.
- Develop a stewardship process that fulfills funding requirements and shows deep appreciation.
- Ensure that corporate sponsorship and gifts are processed and recognized in a timely manner.
- Create and produce monthly reports for senior leadership.
- Define metrics and create methods for tracking progress of all fundraising activities.
- Prepare the CEO, COO and other leadership team members to effectively fundraise.
- Oversee reporting to comply with partner funding requirements.
- Broaden Textile Exchange's fundraising ability by developing and growing new approaches, including online fundraising opportunities.
- Coordinate fundraising and sponsorships for events. Maintain records of each event and prepare overall event reports.
- Works with the Financial Manager to provide accurate and timely information on fundraising.
- Develops and maintains strategic alliances with supporters, members, and funders.
- Develops and maintains collaborative partnerships with other like-minded organizations.
- Develop and implement recommendations and plans to achieve organization, donor, and partnership goals.

Experience and Qualifications

- 5+ years of direct experience in nonprofit fundraising and/or membership programs and Grant writing.
- Ability to work independently.
- Proficient in Microsoft Office Suite.
- Experience with Salesforce a plus.
- Experience using effective interpersonal skills, listening, diplomacy, and tact to build strong relationships with other team members and funders.
- Well-developed written and oral communication.
- Demonstrated ability to design and implement fundraising initiatives.
- Project management and execution skills with the ability to effectively manage multiple projects and priorities.
- Decision-making skills that drive organizational success.
- Driven to continuously identify opportunities to improve the organization's effectiveness.
- Demonstrate strong interpersonal and writing skills.
- Be detail oriented and can work with minimal supervision.
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Working knowledge of current trends in charitable giving.

- Demonstrated awareness of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations.
- Effective public speaking and presentation skills are essential.
- Bachelor's degree or related experience.

Employment Package

Full Time Position, 40 Hours a Week

Location: Virtual/Remote

Annual Salary Range: \$55,000-\$75,000USD (Dependent upon experience)

Start Date: April 2021

How to Apply

Please submit to Recruitmentoffice@textileexchange.org with the subject "Fundraising Manager"

1. Resume
2. Cover Letter

Applications will be considered on a rolling basis as they are submitted. Early application submission is strongly encouraged.

Textile Exchange is committed to creating a diverse environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.