



Director of Development

Role based in New York, NY

Organization Overview

CREO is a NYC-headquartered 501(c)3 with a mission to mobilize and catalyze high-impact capital that drives the necessary transition to a low-carbon, sustainable, and prosperous future for all.

With less than 5 years to activate financial markets to support the necessary decarbonization transition and meet the goals of the Paris Agreement, we believe family offices and other asset owners have a critical role to play.

To achieve our mission, CREO works with a large ecosystem of global stakeholders, including Members (mainly family offices and family Foundations) and Partners – asset owners such as pension funds and endowments; government; not-for-profit organizations; and academia.

We help our Members and Partners build the necessary knowledge and confidence to deploy high impact capital into climate solutions and the decarbonization transition through building community, leading research, sharing data and insights, and delivering educational programming.

About the Position

CREO is seeking an experienced and entrepreneurial Director of Development to join a dynamic and ambitious team. The Director will work with the executive leadership team to craft and implement a strategic fundraising plan to support our growth strategy and beyond. CREO's work and opportunity is expansive, and we are looking for the experience and knowledge to communicate our value and secure funding for our work for the long term.

The Director of Development will play a critical role in advancing the mission of CREO and expanding the organization's climate and sustainability focused impact. The Director will be responsible for working with the CEO to develop and execute the organization's philanthropic fundraising strategy, one part of CREO's three-pronged revenue model. This is a new role and as such there is an opportunity to shape and grow the position over time. And, as CREO's work is primarily centered around an active community of asset owners, this is a chance to work with leading investors and philanthropists across North America, Europe, and beyond.

The role will report to the CEO, work closely with the Board of Directors, programmatic leads, and member relations, and coordinate closely with the COO and Finance and Operations teams to ensure alignment on revenue projections and grants management.

Responsibilities

Fundraising and Strategy

- With the CEO and COO, develop and execute annual plan and comprehensive multi-year fundraising strategy to achieve revenue goals.



- Responsible for meeting annual and longer-term revenue goals and leading efforts to achieve those goals, and harnessing the talents of the CEO, Board members, and other leaders across the organization to help meet the goals.
- Build relationships, inspire support, and effectively cultivate and manage funders from a variety of constituent groups including family foundations, private independent foundations, and individuals.
- Deepen relationships with existing funders and members and identify new potential funders.
- Manage grant pipeline and existing grants, including ensuring grant deliverables and spending are on track, prepare reports, and steward donor relationships.
- Prepare the CEO for funder-facing communications including background research, understanding of values, goals and mission of donor organization, and talking points.
- Author proposals, reports, and other donor-facing materials, with support from the Communications lead.
- Work closely with departmental leads to identify programs and projects that would appeal to donors.
- Represent CREO at external events such as conferences, summits and sector gatherings.

Reporting and Systems

- Liaise with the COO and Finance team on financial reporting and funding reconciliation.
- Provide monthly revenue forecasts and performance analyses to the CEO and COO.
- In collaboration with the Operations team, develop and optimize tools and systems for donor record management and to track the donor portfolio, prospect cultivation activity, funding pipeline, and grant deliverables.
- Support the COO-led annual budgeting process by providing revenue estimates and pipeline analyses for future years.

Qualifications and skills required by this role:

- Minimum of 7 years of proven successful fundraising experience for the non-profit sector in the US. Experience with international donors is desirable
- Demonstrated ability to develop and cultivate trusted relationships with funders and garner philanthropic funding for mission-oriented organization
- Excellent verbal and written communication skills, demonstrated ability to generate and deliver clear and persuasive oral and written communications
- Experience writing for philanthropic audiences, including successful grant proposals, progress reports, and program descriptions
- Strong interpersonal and collaborative skills and ability and desire to work across teams
- Penchant for problem-solving in an entrepreneurial environment and comfort with hands-on, fast-moving work in a growing organization
- Demonstrated ability to work a multi-time-zone setting that leverages cloud-based platforms for work activities and communications, including Outlook, Slack, and Salesforce



- Demonstrated ability to handle confidential information with integrity and discretion
- Experience in and knowledge of climate and climate financing is preferred
- Fluency in English required, fluency in other languages desirable
- Experience with climate, sustainability, and/or non-profit organizations preferred

Compensation & Benefits

This role will be paid a base salary between \$150,000 and \$170,000, commensurate with experience. Additionally, this role will be eligible for performance bonuses of up to 15% of the base salary.

CREO relies on ADP as our employer of record. Medical, dental, and vision insurance plans are available through ADP for the employee plus their spouse, children, or whole family; CREO contributes a monthly flat fee toward premiums. CREO also provides Basic Life and AD&D coverage at no expense to the employee, equal to 1x Annual Base Earnings. After six months of service, employees are eligible to participate in the company 401(k) plan, and CREO matches contributions up to 4% on a payroll-by-payroll basis.

CREO offers a generous time off package, including PTO and sick leave, week-long org-wide breaks in August and December, observation of federal holidays, and a Summer Friday Program. Employees also have access to 12 weeks of paid family leave for qualifying life events after six months of service.

To apply, please send your resume and a note expressing your interest to hiring@creosyndicate.org.

CREO's Values

CREO leads with intensity and heart. We strive to apply the following organizational values to all facets of our work:

1. Do the right thing – we use good judgement, lead with humility, and act with integrity
2. Never stop exploring – we seek new ideas, people, places, and ways of doing things to deliver on our mission
3. Act with discipline – we commit to our work, team members and timelines
4. Think big – we encourage collaboration and to think outside the bounds of what has been done before. Together, we do more.
5. No BS – be transparent and straightforward; the urgency of addressing climate change demands us to be
6. Be kind and have fun – addressing climate change is intense work, let's make the most of it!