

# Community Environmental Advocates Foundation

PO Box 972

Cedar Ridge, CA 95924-0972

[www.cea-nc.org](http://www.cea-nc.org) / email: info@cea-nc-org

## **Job Title: Development Consultant (Part-Time Contractor)**

**Location:** Remote or Nevada County, CA

**Status:** Part-Time (10 hours per week), Contract

**Compensation:** \$40.00 per hour

**Estimated Start Date:** As soon as possible

**Reports to:** CEA Board of Directors

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## **About Community Environmental Advocates (CEA Foundation)**

The Community Environmental Advocates Foundation is a grassroots non-profit organization that has served Western Nevada County, California, since 1995. We are dedicated to protecting our region's land, water, and community health through environmental advocacy and responsible land use planning. With a strong volunteer base of approximately 100 active participants and a supporter network of 5,000 individuals, CEA has been a trusted and effective voice in our community for nearly three decades.

Learn more:

 [cea-nc.org](http://cea-nc.org)

 [minewatchnc.org](http://minewatchnc.org)

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## **The Opportunity**

Following our recent success in defeating the proposed reopening of the Idaho-Maryland Mine, CEA is looking to build a sustainable organizational structure to meet the future with strength and resilience. To that end, we are seeking a part-time **Development Consultant** to help establish a robust fundraising program and set the stage for future staffing, including a full-time Executive Director, part-time Development Director, and administrative support.

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## **Key Responsibilities**

- **Fundraising Strategy:** Design and implement a development plan to grow and diversify CEA's revenue, including foundation grants, major donors, and grassroots support.
- **Foundation Grants:** Identify and pursue new funding opportunities, including writing and submitting compelling grant proposals and managing reporting deadlines.

- **Major Donor Cultivation:** Build and staff board to manage a portfolio of existing and prospective donors giving, developing customized cultivation and stewardship plans.
- **Organizational Planning:** Collaborate with CEA's Board and Volunteer Coordinator to prepare the organization for hiring a full-time Executive Director and additional staff.
- **Infrastructure Building:** Recommend tools, systems, and workflows for managing donor data, communications, and reporting.
- **Communications:** Help craft messaging and materials that clearly articulate CEA's mission, values, and recent wins to inspire donor and community support.

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### **Ideal Candidate**

- 3+ years experience in non-profit development, fundraising strategy, or donor relations
- Proven success in securing major gifts and foundation grants
- Excellent written and verbal communication skills
- Strategic thinker with an entrepreneurial spirit
- Familiarity with environmental advocacy and/or rural community issues preferred
- Experience working with volunteer-led or grassroots organizations a plus
- Comfortable working independently in a contractor role

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### **Contract Terms**

This is a part-time, independent contractor position with flexible hours, initially funded for 12 months with potential for renewal based on results.

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### **To Apply**

Please submit a resume, brief cover letter, and at least one example of a successful fundraising or grant writing project (e.g., excerpt from a proposal, campaign plan) to [gmgr@cea-nc.org](mailto:gmgr@cea-nc.org)