



## SILENT SPRING INSTITUTE

Researching the Environment and Women's Health

### Position Announcement

Sage Advancement Group has been retained by Silent Spring Institute to lead a search for their next Director of Development.

#### Organization

Silent Spring Institute began in 1994, after members of the Massachusetts Breast Cancer Coalition called for a scientifically sound investigation into elevated breast cancer rates on Cape Cod. They founded "a laboratory of their own" and named it Silent Spring Institute in tribute to Rachel Carson, whose landmark book, *Silent Spring*, launched the modern environmental movement.

The Institute is staffed and led by researchers dedicated to science that serves the public interest. They partner with physicians, public health and community advocates and other scientists to identify and break the links between environmental chemicals and women's health, especially breast cancer.

Their groundbreaking studies have opened new doors to the health risks associated with toxins where we live and work – areas that have been ignored in cancer research. The Institute's pioneering community-based approach to research has transformed the traditional dynamic between "scientist" and "subject" so both are working side-by-side to uncover findings that can help save lives and stop people from getting sick in the first place.

The Institute's research agenda is defined by these important priorities:

- Focus on the environment, an under-studied area that can lead to the discovery of preventable causes of cancer, particularly in communities with higher risk;
- Make women's health, especially breast cancer, a central rather than peripheral research priority;
- Support innovation, including new research methods and pilot studies to test new hypotheses;
- Foster multidisciplinary teams of researchers to integrate their strengths;
- Foster true collaboration among scientists, physicians, and community members.

## Position Overview

The Director of Development will be responsible for the design and implementation of Silent Spring's development strategy. As a key member of the senior staff, the Director of Development will lead fundraising initiatives aimed at generating two thirds of the organization's \$2-million annual operating budget and growing our reach, with a focus on major donors. (Remaining funds come from competitive federal grants.)

The Director will play an integral role engaging board members and staff in fundraising efforts as well as coordinating with the Communications Director on the Institute's efforts to gain awareness, engagement, and support from consumers concerned about the health risks of everyday chemical exposures. This position reports to the Executive Director and supervises the Annual Fund & Events Manager.

## Position Responsibilities

The main responsibilities of the Director of Development are to:

- Develop short- and long-range plans including goal setting, strategy identification, benchmarking, and evaluation.
- Research funding sources and trends, and help position the organization ahead of major funding changes.
- Establish performance measures, monitor results, and evaluate the effectiveness of the organization's development program.
- Identify, cultivate, solicit, and steward a portfolio of major donors.
- Develop strategies to build long-term relationships with supporters and deepen their commitment to the organization.
- Manage the conceptualization and execution of special events.
- Coordinate the preparation of grant proposals, reports, and donor appeals.
- Oversee and support all development operations including database management and gift processing.
- Develop and manage the program budget for development.
- Assist the staff and board with identification, cultivation, and solicitation of gifts.
- Coordinate Silent Spring's Leadership Council.
- Advance Silent Spring's Innovation Fund to generate multi-year support for major priorities.
- Monitor and report on the progress of the development program at board meetings, senior leadership team meetings, etc.

## Qualifications

- At least five years development experience in a leadership role, including work with donors, senior staff, board members, and volunteers.
- Demonstrated interest in and commitment to Silent Spring's mission.

- Outstanding written and interpersonal skills.
- Comfort in talking to a wide range of people, soliciting their input, and engaging them in our mission.
- Ability to work as part of a team and collaborate effectively across departments.
- Ability to learn from our research team through weekly research staff meetings.
- Strategic, creative, ambitious, passionate, self-motivated, and open to learning.
- Highly organized with strong attention to detail.
- Ability to balance competing demands and adhere to timelines.
- Background in science a plus, but not required.
- Bachelor's degree or higher.

### **Salary & Benefits**

Competitive salary commensurate with experience, plus four weeks of vacation, eleven paid holidays, sick time, 2 days personal time, family medical and life insurance, public transit benefit, and a 403B retirement plan.

### **To Apply**

Please send your resume, a writing sample, and a cover letter describing your experience and your particular interest in this position to Laura Ewing-Mahoney at Sage Advancement Group, [laura@sageadvancement.com](mailto:laura@sageadvancement.com) with "Development Director" in the subject line. No phone calls. For more information about Silent Spring Institute, visit their website at [www.silentspring.org](http://www.silentspring.org). Applications will be reviewed as they come in; interviews will begin immediately. Women and people of color are strongly encouraged to apply.