



Title: Administrative Director, Development

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Work Location: Chicago, IL,

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### **Description**

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Launched in 1970 at the forefront of the environmental movement, NRDC is the nation's most effective environmental advocacy and action organization.

NRDC has more than 600 scientists, lawyers, and policy advocates in the U.S., China, and India collaborating in a myriad of large and small ways to protect the environment. NRDC helped to create our nation's environmental laws, and has protected communities in every state. Today, NRDC is helping build a new movement that will mobilize and unite lawyers, scientists, community and business partners, NRDC members, and activists to advocate for laws and policies that will protect our environment far into the future.

Administrative Director, Development

Natural Resources Defense Council

New York, New York

<https://www.nrdc.org/>

**(This position may be based in Chicago.)**

While today's political climate is fraught with numerous attempts to rollback many of the environmental protections NRDC helped establish over nearly 50 years, the organization continues to use its unparalleled legal, scientific, and policy expertise to defend these safeguards and spearhead solutions to the most critical environmental threats to the planet's ecosystems and human health. Thus, NRDC is positioned like never before to confront these new dangers with integrity, honesty, collaboration, and the unwavering pursuit of fairness, equity, and justice.

There has never been a more critical time to join the team that helps create a world where all people have equal access to clean air, clean water, and thriving communities.

Reporting to the managing director of development, the Administrative Director will be responsible for the administrative functioning of a large and growing national development team, including, but not limited to, matters relating to human resources, budgeting, contracts and procurement, staff training, and internal communications. This is a new position that will help streamline related internal processes to ensure that the Development office is operating as effectively and efficiently as possible. The Administrative Director will work closely with colleagues in HR, Finance, Accounting, and Communications, among other areas. In addition, the Administrative Director will work with external vendors and partners as needed and in relation to contracts, procurement, and budgeting issues.

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### **Required Skills**

As it approaches its 50th anniversary in 2020, NRDC has completed a strategic plan and is laying the groundwork for a large-scale comprehensive fundraising campaign, making a significant investment in growing its fundraising team. This expansion offers a distinct opportunity to join not only this powerful team of dedicated environmentalists, but to also play a meaningful role in advancing this progressive movement.

**Kind:** Full Time

**Level:** Director

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### **Apply**

To apply or to refer candidates please contact Jon Derek Croteau, Ed.D., Vice President for Client Relations, LOIS L. LINDAUER SEARCHES at <http://bit.ly/NRDCADMINISTRATIVE>

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