



Development Director – Contract / Fractional

Organization: Sustainable Business Council (SBC)

Classification: Independent Contractor

Compensation: Hourly, estimated 15–30 hours per month (flexible based on grant cycles)

Reports to: Executive Director

Location: Remote (Wisconsin-based)

Position Overview

The Sustainable Business Council (SBC) is seeking a Development Director to lead and strengthen the organization's grant and institutional fundraising initiatives. This flexible, high-impact role blends strategic input with hands-on execution, managing the development pipeline and helping optimize funding approaches and systems.

Key Responsibilities

Grant Strategy & Pipeline Management

- Build and maintain a detailed database of Wisconsin funding organizations
- Oversee and refine SBC's grant pipeline to support strategic priorities
- Conduct research to identify, assess, and prioritize new funding sources, including foundations, corporations, government agencies, and family offices
- Manage an up-to-date grants calendar, pinpoint funding gaps, and suggest new opportunities or approaches

Proposal Development & Execution

- Lead the preparation, editing, and submission of grant proposals, LOIs, sponsorship requests, and relevant materials
- Gather input from cross-functional team members (program, budget, metrics) for robust submissions
- Ensure proposals reflect SBC's messaging and strategic goals
- Monitor outcomes and identify ways to improve success rates

Grant Management & Reporting

- Maintain records of all active and awarded grants, including compliance requirements and deadlines
- Lead the drafting of interim and final grant reports, ensuring they are accurate and submitted on time
- Ensure proper documentation and version control for all grant-related materials



- Support ongoing follow-up and relationship management with funders

Fundraising Systems & Operations

- Maintain and optimize internal systems for tracking grants, deadlines, and funder information
- Develop efficient, repeatable processes, templates, and workflows
- Organize and ensure accessibility of all development materials and records
- Provide regular updates to the Executive Director and Board of Directors on pipeline and progress

Development Support & Collaboration

- Work with ED to establish and nurture relationships with local businesses that support charitable giving
- Collaborate with the SBC team to develop materials for fundraising campaigns
- Assist with targeted fundraising initiatives such as campaigns and appeals
- Provide research and materials to support Board and Executive Director fundraising efforts
- Offer insights and recommendations to enhance SBC's overall development strategy

Desired Qualifications

- 3–6+ years of experience in grant writing, development, or nonprofit fundraising
- Proven ability to manage multiple proposals and deadlines concurrently
- Experienced in securing grant funding, including writing and coordinating grant submissions
- Exceptional relationship-building and communication skills to engage and inspire donors and prospects
- Demonstrated expertise in developing and executing fundraising strategies, including prospect research, donor cultivation, and solicitation
- Outstanding writing and editing skills with strong attention to detail and narrative clarity
- Familiarity with nonprofit funding structures, especially foundation, corporate, and public grants
- Experience in building or improving systems, workflows, or tracking tools
- Knowledge of fundraising tech and tools
- Ability to work independently while effectively collaborating with leadership
- Passion for sustainability, climate action, or mission-driven work

To Apply: Send your resume and brief cover letter (1 page max) explaining your interest in the role and relevant experience to info@SustainableBusinessCouncil.org with the subject line Development Director.