



EARTHECHO
INTERNATIONAL

JOB DESCRIPTION

POSITION: EarthEcho Development Officer

STATUS: Full-Time

FLSA STATUS: Exempt

SUPERVISOR: Executive Director

TEAM: Fundraising

LOCATION: Remote, must reside in continental U.S., east coast preferred

Date Created: July 2026

Application Deadline: Friday, July 17, 2026 5:00 PM EDT

BACKGROUND

EarthEcho International is an international nonprofit that envisions a world where every individual, from all backgrounds and experiences, has the opportunity and tools to create a healthy and thriving environment. EarthEcho's mission is to build a global youth movement to protect and restore our ocean planet, a critical part of creating local impact and meaningful change..

Established by explorer and advocate Philippe Cousteau, Jr, in honor of his father, Philippe Cousteau Sr., and grandfather, legendary explorer Jacques-Yves Cousteau, EarthEcho reaches more than 2 million people in 146 countries, providing original education content, immersive training and leadership experiences, and active collaboration networks for youth and the teachers and community leaders who work with them. Our signature programs equip individuals and groups to identify local needs, develop plans, and take action starting in their own communities as part of a larger, connected global network of changemakers.

Activating/engaging this audience is key to building a durable conservation movement that can move with the speed and audacity needed to transform the future, and EarthEcho International is at the forefront of that work. Our core programs are designed as a path of action for youth to become leaders and change the world.

POSITION OVERVIEW

EarthEcho is seeking a Development Officer to build and lead its individual giving program from the ground up. This is a rare opportunity to shape a fundraising operation at an early stage — establishing the systems, nurturing relationships, and initiating campaigns that will fuel EarthEcho's growth for years to come.

The Development Officer will support EarthEcho's individual donor portfolio end-to-end, partnering closely with the communications team to design and execute campaigns that move donors from awareness to action and from first gift to loyal supporter. This role calls for someone who brings real fundraising experience, a builder's mentality, and the ability to operate both strategically and with sleeves rolled up. You are equally comfortable making a donor call, drafting a campaign appeal, and cleaning up a CRM.

Reporting to the Executive Director, the Development Officer will work closely with communications, program, and leadership staff to advance EarthEcho's philanthropic mission.

Duties/Responsibilities: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

Individual Giving Portfolio Management

- *Build and manage a growing portfolio of individual donors and prospects at the Mass/Mid-level, with full responsibility across the donor lifecycle: identification, qualification, cultivation, solicitation, and stewardship.*
- *Develop and execute individualized outreach strategies — calls, emails, meetings, and touchpoints — to deepen engagement and drive giving.*
- *Identify donors with major gift potential and advance them through moves management in coordination with the Executive Director.*
- *Conduct prospect research to surface new candidates from board networks, peer referrals, and EarthEcho's existing community of supporters.*
- *Track portfolio metrics and provide regular pipeline updates for leadership and board review.*

Fundraising Campaigns & Communications Partnership

- *Partner with the communications team to design and execute multi-channel fundraising campaigns — including email, digital, and social — aligned to annual revenue goals.*
- *Lead the fundraising strategy and messaging for campaigns while collaborating with communications on creative execution, timing, and audience segmentation.*
- *Translate EarthEcho's programmatic and impact work into compelling donor-facing narratives, appeals, and case statements.*
- *Ensure campaign cadence, tone, and targeting reflect both fundraising best practices and EarthEcho's broader communications strategy.*
- *Track and report on campaign performance, drawing on results to refine future approaches.*

Donor Communications & Stewardship

- *Draft acknowledgment letters, impact reports, and personalized stewardship communications that make donors feel genuinely connected to EarthEcho's mission.*
- *Manage list segmentation and coordinate with communications staff on digital fundraising and donor engagement content.*
- *Develop and maintain a stewardship calendar that ensures no donor falls through the cracks.*

CRM Management & Development Operations

- *Serve as the primary steward of EarthEcho's CRM — establishing data standards, organizing existing records, and building the infrastructure to support effective moves management and reporting.*
- *Develop and document gift processing, acknowledgment, and contact reporting workflows.*
- *Build queries, reports, and dashboards that give leadership clear visibility into pipeline health and*

campaign performance.

- *Contribute to annual and multi-year revenue projections for the individual giving channel.*

Events & Cultivation

- *Support the planning and execution of donor cultivation and stewardship events, including intimate gatherings, virtual events, and third-party engagement opportunities.*
- *Coordinate logistics, guest communications, and post-event follow-up; track pipeline movement resulting from event attendance.*

Board & Leadership Partnership

- *Prepare briefing materials and donor profiles for Executive Director and board member meetings and outreach.*

Knowledge, Skills and Abilities: *The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions:*

What You Need to Succeed

Required

- 3–4 years of nonprofit fundraising experience, with a track record of managing individual donor relationships and closing gifts at the annual and mid-level.
- Demonstrated experience partnering with or working across communications, marketing, or creative teams to develop and execute fundraising campaigns.
- Proven ability to build or significantly grow a donor portfolio, ideally in an organization without fully established systems.
- Strong CRM proficiency — you understand data as a strategic asset and can build and manage a system that supports smart fundraising decisions. Experience with (Salesforce / Raiser's Edge NXT / etc.) preferred.
- Exceptional writing skills — you produce polished donor proposals, campaign appeals, and stewardship communications with minimal editing.
- Ability to translate complex programmatic content into accessible, donor-centered narratives.
- High initiative and comfort operating independently in a lean, entrepreneurial environment.
- Excellent organizational skills and the ability to manage multiple campaigns and cultivation tracks simultaneously.
- Commitment to EarthEcho's mission.

Preferred

- Experience in environmental conservation, ocean health, education, or a related mission area.
- Familiarity with prospect research tools (e.g., iWave, DonorSearch, or similar).
- Experience using Asana or similar project management platforms.
- Existing relationships in key philanthropic markets.
- A sense of humor — we work hard and genuinely enjoy it.

Supervisory Responsibilities:

This position currently has no direct supervisory responsibility but would oversee internship opportunities for the Development Team staff.

Physical Demands/Work Environment: *The physical demands described here are representative of those*

that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions:

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Ability to participate in international calls outside standard working hours.
- Willing and able to travel both domestically and internationally frequently (or when required.)
- Ability to work in a work environment which includes both in-office and remote work arrangements.
- Willing and able to travel internationally with some frequency and with minimum notice.

EARTHECHO INTERNATIONAL IS AN EQUAL OPPORTUNITY EMPLOYER

EarthEcho International provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Safeguarding

EarthEcho International is committed to safeguarding children, young people, and vulnerable adults. We expect all team members and volunteers to uphold this commitment. We believe in protecting every individual from harm, abuse, neglect, harassment, and exploitation, regardless of age, race, religion, gender, disability, or ethnic background.

Other duties

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

ADDITIONAL INFORMATION

Salary range is \$60–65K, commensurate with experience.
EarthEcho offers a competitive benefits package.

TO APPLY

Please complete the following form, including a cover letter and resume or curriculum vitae.
[Development Officer Application Form](#).