



June 2026

Job Description: Director of Celebrate Planet Earth

Position: Director

Organization: Earth's Birthday Project dba Celebrate Planet Earth

Salary:

- \$60,000 annually
- \$6000 annual healthcare benefits
- 50% of net profit up to \$40,000
- Start Date: Nov-Dec 2026

Hours: 30-35 hours per week

About the Role

Celebrate Planet Earth is seeking an experienced and motivated Director to lead our fundraising efforts, oversee financial reporting, and support program management. This role also involves branding, marketing and curriculum planning. The ideal candidate will have strong fundraising experience to help drive the organization's mission forward. Our small staff works remotely, having a home office is a plus.

Key Responsibilities

Fundraising

- Plan and execute the End of the Year Appeal and thank-you campaigns.
- Identify and review new fundraising opportunities to diversify revenue streams.
- Write grant applications and prepare detailed reports for funders.
- Compile content for the Annual Report related to fundraising efforts.



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Financial Oversight

- Review financial statements regularly to monitor the organization's fiscal health.
- Build comprehensive financial reports for presentation to the Board of Directors (BOD).

Program Management

- Manage and support the International Paper Classroom Program to ensure successful delivery.

Meetings & Collaboration

- Lead weekly staff meetings and participate in annual planning sessions.
- Attend biannual Board meetings to provide updates on fundraising, financials, programs, and marketing activities.

Marketing & Design

- Coordinate product promotions, catalogs, mailings, and customer list management.
- Coordinate email marketing campaigns through Constant Contact.

Curriculum Planning

- Design and layout educational curriculum materials aligned with organizational goals.



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Qualifications

- Proven experience in fundraising including donor appeals, grant writing, and reporting.
- Strong financial literacy with ability to review statements and create reports.
- Excellent organizational, communication, leadership, and multitasking skills.
- Skilled in Google Workspace - Calendar, Meet, Docs, Sheets, Forms,
- Skilled in email marketing platforms such as Constant Contact.
- Experience in curriculum planning or educational content design preferred.

Application Process

Please submit your resume to jon@CelebratePlanetEarth.org along with a portfolio showcasing your skills and successes as well as samples of marketing materials, or curriculum projects you have contributed to. Include a cover letter highlighting your experience managing both fundraising campaigns and remote work.

Join Celebrate Planet Earth as our Director to help us grow our impact through innovative fundraising strategies combined with creative digital engagement!



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About Celebrate Planet Earth

Founded in 1989, Earth's Birthday Project dba Celebrate Planet Earth is a dedicated environmental education organization with a rich history of engaging programs that inspire children to become responsible stewards of the natural world. Over the years, we have developed and delivered a variety of impactful initiatives, including children's rainforest and wildlife conservation efforts, data-driven climate change projects for upper elementary and middle school students, and life science curricula tailored to young learners.

Currently, Celebrate Planet Earth partners with a national supplier to provide butterfly kits to 6,500 preschool and elementary classrooms across the country. In addition, a key corporate partner generously supports more than 4,000 classrooms by supplying butterfly kits, fostering hands-on learning experiences that connect students directly with nature.

Our commitment to New Mexico is demonstrated through a hands-on program serving 270 classrooms statewide, emphasizing experiential learning to build environmental awareness and literacy in young children.

Our team consists of two full-time staff and one part-time staff member, all working remotely, reflecting our modern, flexible organizational structure. Although we no longer maintain a central office, our remote model allows us to efficiently coordinate and support our nationwide programs while remaining deeply connected to local communities and educators.

Celebrate Planet Earth continues to blend environmental education with literacy development, empowering students with knowledge, vocabulary, and a passion for protecting our planet.