

Open Position: DEVELOPMENT MANAGER



Renewable Northwest, the Northwest's preeminent renewable energy advocacy organization, seeks a spirited, committed, skilled individual to serve as Development Manager. The position is located in Portland, Oregon.

ABOUT RENEWABLE NORTHWEST

Renewable Northwest is a regional nonprofit advocacy organization promoting the expansion of environmentally responsible new renewable resources such as wind, solar, storage, wave and geothermal energy. Seen as a model by national allies, Renewable Northwest serves four Northwest states – Idaho, Montana, Oregon and Washington. Member organizations include leading renewable energy businesses, environmental organizations, academic institutions, consumer groups and other renewable energy sector affiliates. Renewable Northwest offers a dynamic, challenging and rewarding workplace where staff teams with members and allies to move the Northwest away from fossil fuels toward a clean energy future. In the past 25 years, Renewable Northwest has helped the region go from 0 to over 9,000 megawatts of new, renewable resources. Employees hold individual responsibility for respective focus areas but are well supported by fellow staff who collaborate closely across policy, regulatory and industry arenas. Visit www.RenewableNW.org for additional background information.

SCOPE OF RESPONSIBILITY

The Development Manager, under the direction of the Executive Director, will oversee all facets of fundraising, including membership relations, foundation grants, special events and major gifts programs. As membership is a major component of organization revenue, working with staff to develop messaging that communicates our successes and value the organization provides is integral to the development work. The Development Manager works closely with the Renewable Northwest team – board, staff, members and allies – to ensure that strategic messages, plans and outcomes support both fund development and mission objectives. The job requires the ability to work with our team to distill complex technical content and scenarios into marketing strategies that project Renewable Northwest's advocacy among key audiences identified by a comprehensive strategic plan. The Development Manager will be responsible for grant writing, seeking grant opportunities, supporting the Executive Director in maintaining existing funding sources and seeking new ones. They will also work closely with the Administrative Director on revenue projections for organizational budgets.

DESCRIPTION OF DUTIES

- Prepare and Implement Renewable Northwest development plan.
- Identify funding sources and track grant opportunities.
- Write grant applications and respond to RFPs.
- Cultivate relationships with large donors and foundation managers.
- Assist with managing member relationships and recruitment of new members.
- Participate in events, conferences, and meetings with existing and potential funders.
- Assist in planning and executing fundraising events.
- Support special projects, including industry/lobby events and scholarship program promotion.
- Provide inputs on revenue and expenses for budget development, and manage development expenses in line with budget expectations.

QUALIFICATIONS

Required:

- Strong interest in clean energy.
- General knowledge of energy policy and the utility regulatory process
- Minimum of three years development/fundraising experience.
- Experience with grant writing and fundraising.
- Excellent writing, editing and public speaking skills.
- Proven ability to work both independently and collaboratively in a dynamic team environment.
- Ability to manage multiple tactical projects while advancing cohesive overarching strategy.
- Ability to work rapidly, yet strategically, within tight funder and media deadlines.
- Knowledge of Microsoft Office (Word, Excel, PowerPoint), Google Apps (Drive, Docs, Sheets, Gmail), social media platforms (Facebook, Twitter, LinkedIn), and communication platforms (such as Vertical Response or Constant Contact)
- Strong work ethic and positive approach to work, team and alliances.
- Self-motivation, initiative, and problem-solving skills.
- Bachelor's degree (advanced degree in a related field a plus.)

Desirable:

- Existing foundation and large donor relationships.
- Experience working in a non-profit setting with a mission-driven staff and board.
- Exposure to public policy development and advocacy.

COMPENSATION AND AMENITIES

Salary range: \$50,000-60,000, commensurate with experience. Renewable Northwest is an equal opportunity employer and offers a very comprehensive benefits package, including:

- Platinum level medical plan with vision, and dental plan, for employees and family members.
- Long-term disability coverage for employees
- Paid Family and Medical Leave (16 weeks) and Paid Sick Leave (2 weeks)
- Paid Vacation (4 weeks), Paid Holidays (11 days)
- Employer contributions equal to 5% of salary to a SEP/IRA retirement account (available after one year of employment), and a 403(b) retirement account option for employee pre-tax contributions (available after one month).
- A paid day of service for participation in volunteer activities
- Flexible work schedule

TO APPLY

To submit an application, send the following materials via email by **January 21, 2019**.

Incomplete applications will not be considered. A complete application will include:

- Cover Letter;
- Resume;
- List of three references
(please include name, title, relationship to applicant, phone number, email);
- Writing sample;

Please include the five requested documents as separate attachments in MS Word, PDF or rich text (RTF) format. Documents in other formats may not be considered.

Send electronic files via email to: Admin@RenewableNW.org

Please direct questions to David Wolf or Pam Mahon at Admin@RenewableNW.org 503-223-4544