



## Associate Program Director

**Do you want to advance racial and economic justice while tackling climate change?** Join an innovative young nonprofit organization, All In Energy, working to expand access to climate solutions and green jobs across the Commonwealth. Our mission is to accelerate an *inclusive* clean energy economy. We work hand-in-hand with cities and local community organizations to connect communities of color, Spanish-speakers and renters to energy-saving programs and affordable renewable energy. These programs help families save money, make their homes healthier, and combat climate change. We are also increasing green career opportunities for people of color, multilingual individuals and women.

**We are seeking a passionate, organized Associate Program Director** to join our hardworking team of changemakers. Your role will be to oversee our multifaceted community outreach campaigns in multiple cities in the Greater Boston area and the Merrimack Valley. You'll keep your eye on the high level strategy and goals while managing the daily operations of our outreach and customer action teams who enable residents and small businesses to take action to save energy and money. You'll collaborate closely with the Co-Executive Directors of the organization, who are also the Co-Founders, to guide our program strategy and to ensure residents benefit from statewide energy efficiency and renewable energy programs.

We are looking for a motivated individual who thrives in a fast-paced environment, enjoys coaching and managing staff, and who can keep both the big picture and daily details in mind as they juggle a variety of tasks. This is an exciting opportunity for someone committed to expanding access to climate change solutions to take on a leadership role at a young and innovative nonprofit organization. Together we can ensure residents in historically underserved communities can save money, green their cities and combat climate change.

### Key Responsibilities:

- **Oversee program team to meet organizational goals:** You will translate organizational goals and high level strategy into an executable plan and guide our program team's work to meet those goals. You will manage our in-office customer action team, who supports residents to sign up for energy-savings programs and affordable renewable energy, and our in-person outreach teams, who do canvassing & events, providing guidance and proactively removing barriers to ensure team success.
- **Manage program budget and refine program strategy:** You will oversee a program budget and will analyze the effectiveness of our outreach strategies using both data and qualitative information. You'll work with the team to adjust our approach to reach our priority populations and ensure we are using our financial resources wisely.
- **Foster strategic relationships with city, utility and industry partners:** You will represent the organization in regular meetings with our city and utility partners,



coordinating our high level strategy for program delivery and removing roadblocks for the team. You will also coordinate with our industry partners to ensure positive collaboration and a smooth transition for residents from our outreach efforts to our partners' service delivery.

- **Support organizational fundraising efforts:** You will work with our co-executive directors to align our program work with earned revenue. You will help to generate awareness and excitement about our mission, including in conversations with donors and by being a spokesperson for the organization at fundraising events and during online fundraising campaigns.

**Qualifications:**

- Passionately embrace the mission of All In Energy, with a strong commitment to addressing climate change, equitable clean energy access, and/or economic and environmental justice.
- 3+ years relevant professional experience.
- Experience leading community outreach campaigns, sales teams or call centers.
- Experience working in low-to-moderate income and/or majority-minority communities.
- Experience managing a racially and/or linguistically diverse team of staff, interns or volunteers.
- Experience using data analysis to draw conclusions.
- Comfortable using online databases, such as Salesforce.
- Proven ability to take initiative, learn quickly and creatively problem solve.
- Strong attention to detail and ability to manage multiple tasks to meet deadlines.
- Comfortable working independently and as a part of a small, nimble team.
- Willingness to travel around Massachusetts, once this is safe again. A valid driver's license is required.

**Preferred qualifications:**

- Bilingual in English and Spanish and/or Portuguese, both written and spoken.
- Knowledge of state residential energy efficiency and renewable energy programs.
- Experience raising money for a cause you are passionate about.
- Experience developing partnerships with other organizations to advance common goals.
- Public speaking or presentation experience.

**Hours and Compensation:**

- 40 hours, position will include occasional weekend and evening events
- Salary \$45,000-\$55,000, commensurate with experience.
- Health insurance stipend.
- Additional benefits include flexible schedule, paid sick time and vacation time, flexible working location. Work from home possible, even in non-COVID times, with periodic



meetings in Boston and/or Lawrence. We also have access to a shared workspace near BU Central Green Line T Station during non-COVID times.

All In Energy is an equal opportunity employer who values diversity. In particular, we're dedicated to broadening opportunities for individuals from demographic groups that are historically underrepresented in the clean energy economy. We're committed to building an inclusive workplace culture where talented people of widely diverse backgrounds can thrive. We are actively seeking people who bring diverse backgrounds and perspectives to join us in this work.

**To apply, please email a brief cover letter and resume to [gabe@allinenergy.org](mailto:gabe@allinenergy.org) with the subject line "Associate Program Director"**