



## Bilingual Communications & Development Manager

**Do you want to advance racial and economic justice while tackling climate change?** All In Energy, a nonprofit organization, was founded in spring 2018 with a mission 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, which help families save money, make their homes healthier, and combat climate change. We are also creating new pathways into clean energy jobs, increasing green career opportunities for people of color, multilingual individuals and women.

**We are seeking a passionate, fully bilingual (Spanish & English) Communications & Development Manager** to join our hardworking team of changemakers. Your role will be to lead the communications strategy for our outreach campaigns in Cambridge, Dorchester, Lawrence, Methuen, and beyond and to engage with our donors to deepen their commitment and support of our mission. We are looking for a high energy, motivated communicator who enjoys inviting new people to support what you care about. You'll be working closely with the co-founders of the organization and your work will have a broad-reaching impact on the organization's approach and success. This is an exciting opportunity to expand the bilingual communications capabilities and fundraising operations of a young and innovative non-profit organization to ensure residents in historically underserved communities benefit from our state's work to green our communities and combat climate change.

### Key Responsibilities include:

- **Expanding reach of outreach programs:** You will work hand-in-hand with our city, community, and utility partners to engage both English and Spanish speaking residents and inspire them to take action to save money and energy at home and take advantage of affordable renewable energy. You'll have the opportunity to develop new partnerships and create innovative new strategies for engaging communities.
- **Mentoring interns:** You'll get to mentor a team of 1-3 college-age paid communications interns, developing the interns' career skills and working together to create outreach materials and engage residents, partners and donors in our programs.
- **Engaging donors to deepen their commitment to our mission:** You will work closely with our co-executive directors, building on two years of successful fundraising efforts, to engage our supporter network in fundraising campaigns, crafting donor communications, planning fundraising events, and improving our donor management systems. This is an opportunity to build the excitement and commitment of our supporters who care deeply about advancing equity, fighting climate change, and expanding access to clean energy.
- **Telling our story:** You will generate excitement about our work and build awareness around the intersections between racial and economic justice, climate change and clean energy by collaborating with the team to capture and tell stories of our work in a variety of formats including social media, press, digital communications and grant applications.



**Qualifications:**

- Bilingual in English and Spanish, both written and spoken.
- Passionately embrace the mission of All In Energy with a strong commitment to addressing global climate change, equitable clean energy access, or economic and environmental justice.
- Experience creating a wide range of digital and print communications materials.
- Experience working in low-to-moderate income and/or majority-minority communities.
- 2-5 years relevant professional experience.
- Proven success record in fundraising, or an excitement around engaging donors.
- Experience developing partnerships with other organizations to advance common goals
- 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. Personal transportation not required.

**Preferred qualifications:**

- Experience developing communications or outreach strategies
- Experience managing staff, interns or volunteers
- Knowledge of website design
- Experience using analysis tools to understand effectiveness of social media or web presence
- Public speaking or presentation experience
- Experience cultivating relationships with and/or speaking with the press

**Hours and Compensation:**

- 40 hours, position will include occasional weekend and evening events
- Salary \$40,000-\$55,000, commensurate with experience + performance-based bonuses.
- 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 [rouwenna@allinenergy.org](mailto:rouwenna@allinenergy.org) with the subject line "Communications & Development Manager Application."**