



## Development and Communications Director

### **Do you want to advance racial and economic justice while tackling climate change?**

Join our innovative non-profit and be part of a talented diverse team driven to expand access to climate solutions and green jobs across Massachusetts. 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, non-English speakers and renters to energy-saving programs and affordable renewable energy. These programs help families and businesses 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 strategic and mission-driven Development and Communications Director** who thrives in a fast-paced environment and enjoys working with a small, diverse team. Your primary role will be to develop and execute strategies for philanthropic fundraising, in partnership with our Executive Team and Board of Directors. You will also create and oversee our organization's external communications strategy to raise awareness of our impact and cultivate support. You will work closely with our multilingual Communications Team and 1-2 direct reports to execute these strategies. This position is a member of our Executive Team.

This is an exciting opportunity to deepen the philanthropic donor base of a relatively young nonprofit and to strengthen our ability to tell our story and ensure residents in historically underserved communities benefit from our state's efforts to green our communities and combat climate change.

### **Key Responsibilities:**

**Development:** You will manage 1-2 staff and work closely with our Executive Team, Board of Directors, and Communications Team to:

- **Develop an annual fundraising plan**, including creating overall revenue projections and goals, identifying new donors and opportunities to diversify the organization's revenue streams, and engaging existing individual and institutional donors.
- **Build on the commitment of existing donors** to increase giving through consistent communications and relationship building.
- **Foster relationships with new potential individual and institutional funders, including for federal and state grants**, to expand the organization's philanthropic fundraising support.
- **Craft winning fundraising proposals and ensure timely reporting to funders** that accurately reflect our work and expand our organization's resources and impact.
- **Monitor and evaluate fundraising activities** to adjust strategies and ensure goals are met.
- **Engage Board of Directors in fundraising efforts** and support development of the Fundraising Committee.
- **Maintain an understanding of federal and state funding opportunities**, such as those related to the federal Inflation Reduction Act and Community Block Grants



- **Implement and maintain a donor/fundraising database**, such as Salesforce, in collaboration with our Finance and Operations Director.

#### **Communications:**

- **Develop and implement an organization-wide strategic communications plan** to broaden awareness of All In Energy's work, strengthen our brand identity, and cultivate or enhance meaningful relationships with targeted audiences, such as our communities, state and local officials, the media, our supporters, and other key influencers.
- **Collaborate closely with our Communications Manager** to leverage the capacity of our Communications Team (3 staff, plus seasonal interns) to support this communications plan and fundraising efforts, including by guiding them in the creation of graphic design, video, social media, website and other digital content.
- **Improve the consistency and accuracy of our organization's external communications** to feature our mission, programs and impact, including working with the Communications Team to overhaul our website in your first year.

#### **Qualifications:**

- Passionately embraces the mission of All In Energy with a strong commitment to addressing global climate change, equitable clean energy access, or economic and environmental justice.
- 5+ years relevant professional experience, including staff management experience and experience developing and implementing fundraising and communications plans
- Proven record of success in philanthropic fundraising for a nonprofit of a similar size.
- Commitment to transparent and collaborative leadership with a management approach that supports individual skills development, while keeping team organized and aligned
- Excellent writer and editor who can communicate clearly and concisely with a variety of audiences, including in grant proposals, to funders and with the general public.
- Skilled at establishing and cultivating strong relationships with partners, public agencies, individual and institutional donors.
- Experience with Salesforce or similar donor database system.
- Experience managing a racially and/or linguistically diverse team and/or living or working in low-to-moderate income or majority-minority communities.
- Experience creating or overseeing the creation of a wide range of digital and print communications materials with excellent visual communications and design capabilities.
- A successful track record in setting priorities; keen analytic, organization and creative problem-solving skills which support and enable sound decision-making.
- Comfortable working independently and as a part of a small, nimble team.
- Willingness to travel around Massachusetts. A valid driver's license and access to a vehicle is required.

#### **Preferred qualifications:**

- Bilingual in English and Spanish, both written and spoken.
- Proven success in applying for state and federal grants and managing the required state and federal reporting



- Experience using tracking tools (e.g. QR codes, coupon codes, unique URLs) and analysis tools (e.g. Google analytics) to understand the effectiveness of communications materials, social media or websites.
- Experience training others to use design tools such as Canva, Adobe Illustrator, or Photoshop.
- Knowledge of website design and video creation.

**Hours and Compensation:**

- 40 hours, position will include occasional weekend and evening events.
- Salary \$69,000-\$82,500 commensurate with experience.
- Pre-tax health insurance stipend.
- Additional benefits include flexible schedule, paid sick time and vacation time, flexible working location. Work from home is possible, even in non-COVID times, with periodic in-person meetings across MA. We also have access to a shared workspace near BU Central Green Line T Station, pending COVID restrictions.

**COVID19 Vaccination Policy**

In line with All In Energy's values to support the health and resilience of our staff, partners and communities, we require all new hires to be fully vaccinated for COVID-19 as a condition of hire. All In Energy follows the CDC definition of "Full vaccination" which may change overtime. Requests for an exemption and reasonable accommodation due to a medical disability or a sincerely held religious belief will be evaluated on a case-by-case basis and consistent with applicable law.

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 [careers@allinenergy.org](mailto:careers@allinenergy.org) with the subject line "Communications Director Application"**