



Development Associate

Renewable Northwest seeks a full time **Development Associate** to support fundraising efforts. The Development Associate will support grant applications and reporting, membership recruitment and fundraising event planning and execution. This position will be filled in Portland, OR and will report to the Operations Director.

ABOUT RENEWABLE NORTHWEST

Renewable Northwest is a regional nonprofit clean energy advocacy organization whose mission is to decarbonize the region by accelerating the transition to renewable electricity. Renewable Northwest serves four Northwest states – Idaho, Montana, Oregon and Washington. Member organizations include leading renewable energy businesses, environmental organizations, consumer groups and other renewable energy sector affiliates. Renewable Northwest offers a dynamic, challenging, and rewarding workplace where staff collaborates with members and allies to move the Northwest away from fossil fuels toward a clean energy future. Visit the [Renewable Northwest](https://renewablenorthwest.org) website for additional background information.

STATEMENT OF INCLUSION

Renewable Northwest values a diverse workplace and strongly encourages people from diverse backgrounds to apply for this position, including people of color, people with disabilities, immigrants, people with lived experience, and members of the LGBTQ+ community. Renewable Northwest is an equal opportunity employer. Applicants will not be discriminated against based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

KEY RESPONSIBILITIES

- Foundation Grants
 - Identify key grant opportunities to apply for funding
 - Coordinate and edit grant proposals
 - Submit grant proposals through the appropriate channels

- o Track grant status from LOI through reporting
 - o Lead report creation for all grants
 - o Cultivate and steward relationships with current and prospective philanthropic foundations
- Membership Recruitment and Retention
 - o Serve as the main point of contact for all membership and member inquiries
 - o Address and resolve member issues, escalating more complex problems to management as needed.
 - o Maintain accurate and up-to-date records of all member information and member status (e.g. Prospective vs. Current)
 - o Plan and implement communication campaigns aimed at increasing member retention
 - o Review membership criteria, categories, and dues, and make recommendations to improve the program
 - o Manage membership recruitment efforts with support from Outreach and Communications Director and Operations Director
- Fundraising Events & Sponsorships
 - o Plan member meeting and fundraising events within provided budget
 - o Create systems for and track all event registrations
 - o Plan and implement marketing campaigns for upcoming events
 - o Coordinate with vendors, volunteers, and sponsors
 - o Recruit sponsors for events from membership
 - o Facilitate event-day activities and troubleshoot any issues on-site
 - o Evaluate event success, including gathering feedback from attendees for future improvements
 - o Support individual fundraising campaigns for special projects

QUALIFICATIONS

- 3+ years of experience in development/fundraising or membership recruitment
- Demonstrated experience with philanthropy and major donor fundraising
- Demonstrated experience in grant writing and grant management for non profit organizations
- Experience in fundraising event planning
- Excellent written and verbal communication skills
- Experience using technologies and creative strategies for event planning, project management and development of compelling promotional materials and collateral
- Proficiency with Google platforms and CRM software (CiviCRM preferred)

COMPENSATION AND AMENITIES

- Starting salary range: \$65,000-\$75,000

Renewable Northwest offers a very comprehensive benefits package, including:

- Excellent medical, vision and dental plan for employee and family members
- Unlimited PTO after 1 year of employment
- Paid family medical leave
- Flexible work schedule
- Employer contribution equal to 5% of salary to a 401k retirement plan

TO APPLY

Submit the following materials in PDF format via email to: admin@renewablenw.org

- Cover Letter
- Resume
- List of three references (include: name, title, relationship to applicant, contact info)
- Writing sample, preferably relevant to the job description

Incomplete applications will not be considered.

Applicants must be authorized to work for ANY employer in the U.S. We are currently unable to sponsor or take over sponsorship of an employment Visa.

Application Deadline: Open until filled