



## **Now Hiring: Outreach & Engagement Associate**

*Applications are due Thursday, March 24, 2016*

RENEW Wisconsin is hiring an Outreach & Engagement Associate, a critical role to help RENEW Wisconsin achieve its mission. This individual will build relationships between RENEW Wisconsin and key stakeholder groups, as well as strengthen relationships with and build our membership. Our membership is comprised of businesses and individuals supportive of renewable energy policies and programs in Wisconsin. The individual will also lead and support various projects.

As a small non-profit, all employees “wear a lot of hats” and work collaboratively, and this individual should thrive in that environment. We are looking for a highly motivated, multi-tasking individual to help take our small organization to the next level. This is a new position for our organization, and the ideal candidate will be a catalyst to help our organization continue growing. This is a great opportunity to make a significant difference for Wisconsin’s renewable energy future!

This is expected to be a full-time position (40 hours per week) with 25-50% travel expected, mainly within Wisconsin. Occasional early morning, evening, and weekend events may be required. RENEW Wisconsin is a 501(c)(3) nonprofit organization headquartered in Madison. Our mission is to lead and accelerate the transformation to Wisconsin’s renewable energy future through advocacy, education, and collaboration. Given the individual’s focus on working with stakeholders and members throughout the state, although it is preferred, the individual need not be based in Madison. Our vision is clean renewable energy powering a strong, healthy, and vibrant Wisconsin.

**Apply by Thursday, March 24, 2016, 5:00 pm CDT** by sending your 1 page cover letter and 1-2 page resume to [tyler.huebner@renewwisconsin.org](mailto:tyler.huebner@renewwisconsin.org) with subject line “Outreach & Engagement Associate.” Salary will be commensurate with experience and benefits will be discussed as part of the overall compensation package.

Learn more about our organization at [www.renewwisconsin.org](http://www.renewwisconsin.org), [www.facebook.com/RENEWWisconsin](https://www.facebook.com/RENEWWisconsin), and [www.renewwisconsin-blog.org](http://www.renewwisconsin-blog.org).

### **KEY COMPETENCIES:**

- Highly motivated, self-starting, ambitious, and wants to make a real difference for Wisconsin
- An excellent “people person” who builds relationships, and is motivating
- Politically savvy and able to work with individuals and organizations across the political spectrum
- Excellent attention to detail and strong organizational and planning skills
- Considerable interpersonal relationship skills with an ability to work with a wide range of people and demonstrate cultural sensitivity
- Meets and exceeds goals
- Ability to maintain a high level of accuracy in preparing information
- Ability to work efficiently in situations requiring multi-tasking
- Effective skills in oral, written, and listening communication
- Considerable time management skills
- Willing to take on new tasks and learn new skills
- Creativity to enhance our communications, fundraising, and overall organizational effectiveness
- Ready for and wants a challenge

**(Continued)**

## **KEY QUALIFICATIONS:**

- Strong interest in driving renewable energy expansion in Wisconsin
- Ideal candidate will have some experience with renewable energy or related fields
- Well-rounded background and activities in a) building relationships with a wide variety of stakeholders; b) managing projects and programs; c) communication and engagement of members and advocates; d) membership and fundraising
- Event planning skills, including the ability to organize various individuals, stakeholders, and media, as necessary
- Office management skills: strong organizational skills and Microsoft Office (Word, Excel, and PowerPoint)
- Project management and organizing skills
- Note: RENEW uses a sophisticated web-based database system called Salsa Labs to manage members and email communications.

## **EXPECTED WORK TASKS:**

### **Stakeholder Engagement (30%)**

- Build relationships with stakeholders key to advancing renewable energy policy in Wisconsin.
  - Examples include businesses in the renewable energy industry, businesses who have invested in renewable energy, utilities (investor-owned, municipal, and electric cooperatives), faith communities, agricultural and farming businesses and individuals, unions, local governments, students, environmental and land-conservation organizations, and key individuals
  - Stakeholders will span various renewable energy technologies including biogas, solar, wind, and others
- Engage stakeholders to support both offensive and defensive energy policy goals
- Make presentations at community and business functions (for example, Rotary clubs) to educate the public and engage stakeholders.
- Prioritize, schedule, and plan meetings and presentations in a strategic manner
- Educate stakeholders about the benefits of local and regional renewable energy and access as a means of replacing Wisconsin's non-renewable energy sources
- Provide strategic advice and plans for communicating RENEW's activities to decision makers, opinion thought leaders, RENEW members, related stakeholders, and the public

### **Event Planning & Organizing (20%)**

- Organize events, press conferences, and information sessions to educate stakeholders and media about renewable energy successes and issues in the state. For example, help renewable energy installers and customers organize press events to celebrate recently completed projects.
- Support annual bike ride fundraiser (September)
- Support annual energy policy conference (January)
- Support other events as needed

### **Project Management & Implementation (30%)**

- RENEW Wisconsin has certain grants and contracts with deliverables. The individual may manage some of these projects and support others, based on experience and skill levels. These include:
  - Solar group purchase program and solar loan program
  - Programs to educate citizens, businesses, and non-profits about the opportunities to invest in solar energy and pursue creative models to finance solar projects
  - Production of success stories, best practice guides, and reports

### **Membership & Fundraising (20%)**

- Use relationships with businesses, organizations, and individuals to expand RENEW Wisconsin's membership

- Grow and diversify our business membership
- Grow and diversify our personal membership
- Support our foundation grant work and position us to get renewal grants and new foundation grants

#### **ADDITIONAL INFORMATION**

- Applicant must have a valid driver's license as car travel is expected.
- There are no unusual physical demands placed on the individual in this position. An ability to sit and/or operate a computer for many hours during the work day is expected. Occasional light lifting of 25 pounds or less.
- Office hours are typically 9am to 5pm Monday through Friday. Travel and events will occasionally require this person to have early morning starts and evening and weekend engagements.
- Preferred candidates will have a bachelor's degree in a related field or equivalent experience.

#### **WORKING ENVIRONMENT**

Work is performed in a small office environment. The office is located in downtown Madison and is easily accessible by public transportation. Bicycle parking is also available, and automobile parking is available on the street or in a parking ramp. If the selected candidate will not reside in Madison, alternative office arrangements will be discussed.

RENEW Wisconsin is an equal opportunity employer.