



*RENEW Wisconsin leads and accelerates the transformation to Wisconsin's renewable energy future through advocacy, education, and collaboration.*

## **RENEW Wisconsin is Hiring a Development Director**

RENEW Wisconsin is hiring a Development Director to help us achieve our mission by developing and leading strategy to grow revenue and engagement. RENEW Wisconsin is a 501(c)3 nonprofit organization headquartered in Madison whose mission is to lead and accelerate the transformation to Wisconsin's renewable energy future through advocacy, education, and collaboration. Our vision is clean renewable energy powering a strong, healthy, and vibrant Wisconsin.

We are looking for a highly motivated, multi-tasking individual that can help grow the organization and its coalition of partners. This is a great opportunity to make a significant difference for Wisconsin's future! This position offers flexibility. Depending on the candidate's schedule and preferences, this position could range from a 50% to 100% position. Candidates seeking a flexible position are encouraged to apply.

The position will be remote, with limited exceptions, while COVID-19 restrictions remain in place. Once RENEW determines it is safe again to return to the office the Development Director will join the RENEW team and work with us at 214 N. Hamilton Street, Madison, WI 53703. Also, once it is safe to travel and conduct outreach and educational activities, this position will require travel, between 10-25% around Wisconsin. Occasional early morning, evening, and weekend events may be required.

Salary Range for the full-time position is \$50,000 - \$65,000 commensurate with experience and skills.

### **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
- 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 demonstrated commitment to racial justice, equity, and diversity
- Ability to maintain a high level of accuracy in preparing information
- Ability to work efficiently in multi-task situations
- Effective skills in oral, written, and listening communication
- Considerable time management skills
- Willing to take on new tasks and learn new skills
- Ready for and wants a challenge
- Excels at independent work and seizes opportunities to serve as a leader

### **KEY QUALIFICATIONS:**

- 5+ years fundraising experience
- Demonstrable success in grant writing and donor relations
- Strong interest in driving renewable energy expansion in Wisconsin
- Donor relations experience
- Grant writing experience
- Proven success with corporate and business partnership building



- Project management and organizing skills: well-rounded background and activities in managing projects and programs
- Presentation and public education skills and experience. Comfortable with public speaking, delivering presentations, and communicating and engaging citizens
- 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, Google Docs, etc.)
- Database administration experience (CRM donor-based database systems and platforms such as SalsaLabs)
- Proven success in membership retention and growth
- Relationships with foundation staff would be ideal

### **Development Director Role**

The Development Director will be the lead for strategy on growth and development of RENEW's business memberships, individual memberships, grant management and donor relations. This position takes direction from the Executive Director. Primary responsibilities include:

- Develop, implement and manage annual fundraising plan and initiatives
- Report and present, with the ED, to RENEW Board of Directors on fundraising plans and results, and work with the Board to engage them in the fundraising process through education and the development of fundraising plans/activities/goals.
- Identify prospective individual and corporate donors and develop and implement strategies to cultivate those relationships
- Maintain ongoing communications with individual and business members for retention and growth
- Implement RENEW's business and individual membership growth and management strategy, including drafting the strategy and working with the team to execute a development plan
- Ensure timely and accurate deliverables to funders and members
- Manage grants through prospecting, writing, editing, budgeting, and reporting
- As needed, advise and partner with the Executive Director to build and cultivate meaningful relationships with donors and partners
- Produce and facilitate research, materials, and strategy for overall fundraising efforts
- Collaborate with staff on the management and planning of fundraising events and donor receptions
- Develop content for print and e-fundraising in collaboration with the Communications Director
- Coordinate direct mail appeals, and planned giving

### **To Apply:**

**Please submit resume and cover letter to [hr@renewwisconsin.org](mailto:hr@renewwisconsin.org) by November 20, 2020. Subject line should read: "Development Director"**

Applicants will be notified about next steps no later than December 20, 2020.