



Now Hiring: Administrative Coordinator

RENEW Wisconsin is hiring an Administrative Coordinator to help us achieve our mission by supporting our team with office management, human resources, programs, projects, events, and fundraising. Our organization is growing, and renewable energy opportunities are expanding throughout Wisconsin. We are looking for a highly motivated, multi-tasking individual who can help our office reach a newfound level of productivity. This is a great opportunity to make a significant difference in Wisconsin's future!

This is expected to be a full-time position (40 hours per week), but we will consider part-time hours for the right candidate. Occasional early morning, evening, and weekend events are required to support events.

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.

Learn more about our organization at www.renewwisconsin.org and www.facebook.com/RENEWWisconsin.

KEY COMPETENCIES:

- Highly motivated, self-starting, ambitious, and wants to make a real difference in Wisconsin
- An excellent "people person" who works well in a small team
- Excellent attention to detail and strong organizational and planning skills
- Meets and exceeds goals
- Ability to maintain a high level of accuracy in preparing information
- Ability to work efficiently in multi-task situations
- Considerable time management skills
- Interested and able to create systems that will improve our office's efficiency and productivity
- Willing to take on new tasks and learn new skills
- Ready for and wants a challenge

KEY QUALIFICATIONS:

- Office management skills: strong organizational skills and Microsoft Office (Word, Excel, and PowerPoint)
- Event planning skills, including the ability to organize various individuals, stakeholders, and media as necessary
- Project management and organizing skills
- Writing, editing, and web skills

OFFICE OPERATIONS

- Responsible for space management, office equipment purchasing, and upkeep
- Inventory and purchase office supplies as needed
- Facilitate delivery of supplies, mail, and other materials in a timely manner
- IT and Internet Security responsibilities, including computer maintenance, GSuite management, and other online accounts, software updates
- Receive mail and process

DATABASE, ACCOUNTING, MEMBERSHIP

- Input member donations and event fees in our Salsa Labs-based donor and supporter database systems
- Assist an active and accurate record of current and former members for fundraising activities in our SalsaLabs-based donor and supporter database system
- Coordinate database and related workflows to optimize record-keeping, efficiency, and productivity
- Support Development Director's production of mailings, emails, and lists for fundraising and membership monthly renewals and special fundraising drives
- Input member donations into the database
- Assist, as directed, in researching fundraising organizations
- Review and process staff expense reports
- Monitor and print receipts, invoices, income and code for RENEW's bookkeeping process

LOGISTICS

- Schedule, organize, and ensure timeliness of meetings and events
- Coordinate staff registration, travel, and lodging for various renewable energy events and conferences
- Order/prepare new phone lines as necessary
- Manage office space needs/issues; Wifi, ethernet connections, computers,

PROGRAMS AND EVENTS

- Provide planning and administrative support for the annual bike ride fundraiser & annual conference (January), including social media and limited website work
- Support registrations, sponsors, and other event details
- Provide planning and administrative support for other events, press conferences, and information sessions to educate stakeholders and media about renewable energy successes and issues in the state
- Managing day-to-day aspects of programs, including contracts, reports, invoices, and relationships with partners, stakeholders, and solar contractors.
- Attend and table at specific events, representing RENEW Wisconsin
- Provide support to the Communications team as needed
- Assist the Deputy Director with program needs, including but not limited to grants, recipients, press, and implementing needed program services.