

Clean Energy Job Announcement

Renewable Energy Alaska Project (REAP) is recruiting for a Development Director. REAP is a statewide, non-profit education and advocacy group for clean energy with over 12 years of accomplishments. The Development Director reports directly to the Executive Director, but interacts on a daily basis with other staff that work on renewable energy, energy efficiency, energy education and bookkeeping.

REAP Development Director

Reports to the Executive Director

Key Responsibilities:

Research and develop grant proposals

Develop and expand REAP's organizational membership and corporate support

Develop and expand REAP's major donor program and other individual giving

Develop and expand other giving programs, including Pick.Click.Give., Tour Green, matching gifts, and combined federal campaign

Administer and maintain REAP's donor database

Administer and maintain REAP's website

Administer and maintain REAP's social media accounts

Prepare and distribute a monthly electronic newsletter and assist with other public relations and marketing efforts, including developing materials for fundraising purposes

Assist with board activities and provide support to board committees

Assist with organizational budgeting and administration of contributed income, including providing timely and accurate quarterly reports

Utilize and manage volunteers

Assist with events and office management tasks as needed

Required Skills and Experience:

Superb organizational skills

Excellent writing skills

Excellent in-person communication skills

Database management & social media experience

Understanding of basic fundraising practices, including prospect identification, solicitation, cultivation, acknowledgment, stewardship, reporting, and ethical standards

Bachelor's degree or five years of experience in a relevant field

Proficiency in Microsoft Word, Excel, and PowerPoint

Additional Preferred Skills and Experience:

Proficiency in NationBuilder, QuickBooks, WordPress and Adobe Creative Suite or other graphic design software

Grant writing and/or other fundraising experience

Knowledge of Alaska energy institutions and infrastructure

Experience working with non-profits

Compensation: This is a permanent, full time position; salary is commensurate with experience and qualifications. Includes paid personal leave and holidays and retirement benefits.

Application Deadline: Applications for this position will be accepted until 5:00 pm March 31, 2017.

Application Process: Please send cover letter, résumé, writing sample, two letters of recommendation and 2-4 additional references to the following address:

Renewable Energy Alaska Project
Attn: Lydia Darby
308 G Street, Suite 225
Anchorage, Alaska 99501

Or, email the same in PDF format to: l.darby@realaska.org