

**SOLAR ENERGY
INTERNATIONAL**

Educate.
Engage.
Empower.

Development Director

Solar Energy International (SEI) is a 501(c)3 non-profit education organization with a mission to provide industry-leading technical training and expertise in renewable energy to empower people, communities and businesses worldwide. Founded in 1991, SEI has trained more than 80,000 people from around the world. As an organization, we are passionate about renewable energy and committed to offering the highest quality, unbiased renewable energy training.

Position Description: Reporting to and in partnership with the Executive Director, the Development Director will spearhead development efforts as Solar Energy International scales to meet the workforce needs of the energy industry.

This staff position is for 40 hours/week and can be remote. This position requires travel throughout the year. Salary \$65K - \$100K DOE.

Responsibilities

Relationships

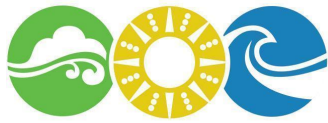
- Develop and maintain ongoing relationships with major donors, foundations, and corporate partners in conjunction with the Executive Director
- Lead research and prospecting to identify and develop new institutional and individual funding sources
- Facilitate and/or make at least six direct, face-to-face asks per month
- Develop one-to-one relationships with board members and engage them in fundraising activities including personal giving, as needed
- Lead negotiation with funders to complete partnership agreements
- Manage the complete list of funding prospects, including securing updates from relationship managers
- Run regular major prospect meetings to ensure accountability and progress to fundraising goals

Strategy

- Develop and execute Solar Energy International's annual fundraising plan
- Work with the development team to create giving campaigns strategies and messaging
- Develop and implement standardized giving programs for the organization including Corporate Sponsorship, Monthly Giving, In-honor-of etc.
- Closely collaborate with development team members, liaising with program, finance, and management to ensure grant proposals are in line with SEI's strategic focus and mission; compliant with requirements; and include appropriate costs
- Remain current on latest funding trends, policies and opportunities that align with SEI's mission and strategic plan
- Communicate fundraising goals throughout the organization and equip team members to reach them
- Create a pre, on-site and post-event sales strategy and plan, including systematic follow-up with potential funders for events and conferences

Management & Logistics

- Participate in SEI's Operating Committee
- Oversee the development budget and monitor expenses



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- Manage Development Team and outside consultants as necessary
- Utilize systems and software to track and cultivate donors and prospects, including our donor database (ICM & G: Drive) and wealth screening tools

Qualifications

- Positive attitude, high level of energy and can't help talking about what SEI is doing to create a worldwide workforce for the most critical industry in the world.
- **Natural builder** – this person has gravitated toward roles that didn't exist before, has a start-up mentality, and creates things with minimal resources. This person is constantly assessing how processes could be improved and actively working to share those ideas and implement improvements.
- **Gets how to keep people focused on the goal** – has experience with influencing people and project management. Specifically, this person excels at upward management, understanding the universe in which their boss operates and how to keep moving toward results.
- **Exceptional writer and storyteller** – asks questions and listens carefully to capture the details and find the connections that others will care about, and then uses their well-honed writing skills to document these stories. This is a person who is curious about the “why” and the impact, who wants to understand all the aspects that contributed to success, who can find the stories that need to be told.
- **Feels a real sense of ownership to get things done as a partner to the team** – this person sees it as their responsibility to help others be effective, using creative ideas, finding joy in routine tasks, and staying focused on the goal.
- **Organizational whiz** – this person LOVES handling details and multiple projects running in parallel, methodically working through checklists (and creating them as well). This is the kind of person who might color-code their calendar or create a spreadsheet to plan a trip.

To Apply:

Applications due September 7, 2021. To apply, please submit a cover letter, resume, and three professional references in one combined PDF to jobs@solarenergy.org

Solar Energy International is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status or disability status.