

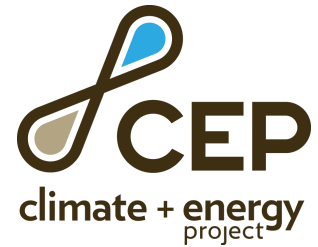
Communications and Development Director

Location - Virtual in Kansas or KCMO

Travel - less than 20%

Type - Full Time

Salary - \$60,000



Summary

The Communications and Development Director works in a leadership role to support Climate + Energy Project's strategic climate communications and donor relationships. They are responsible for developing effective messaging and climate communication strategies; overseeing the creation of program, event, educational, and advocacy information we provide to the public; spearheading our fundraising efforts; and managing our relationships with donors, members, and supporters. They will work closely with our team to plan and execute fundraising and advocacy events, interact with donors to encourage ongoing contributions, and seek out opportunities for financial support through grants, scholarships, and donations, including major gifts. They will ensure we maintain a positive image, oversee promotional and marketing materials, attract attention from potential supporters, and host events that raise awareness of our Strategic Priorities. The Communications and Development Director will work with all forms of media, including press releases, blog posts and digital campaigns, print materials, social media, website, audio and video, virtual and in-person presentations, and more.

Benefits

Climate + Energy Project prioritizes a highly collaborative, dynamic, flexible, and family-friendly work environment and minimizes overhead expenses in our fully virtual office. Team members are provided a technology stipend for internet and phone service, in addition to hardware and software required to support their work. Full-time staff are provided a monthly health insurance reimbursement allowance (HRA) to offset the costs of health insurance premiums and/or eligible healthcare costs.

Culture

The Climate + Energy Project (CEP) is a Kansas-based 501(c)3 nonprofit. We started more than 15 years ago with a vision of a healthy and resilient Kansas through equitable clean energy solutions and community-driven climate action. Since then, CEP has co-created lasting climate solutions and equitable energy policies by connecting people, communities, and ideas. We present science-based facts and analysis, facilitating critical thinking and building energy democracy in Clean Energy, Climate Resilience, Civic Participation, and Climate + Energy Policy.

Our organization is growing, and the environment changes rapidly. We welcome applicants of diverse backgrounds and experience to apply, including people of color, women, LGBTQ+, people with

disabilities, veterans, and those with a non-traditional education. We value diversity at our organization and do not discriminate based on race, religion, color, national origin, gender identity, sexual orientation, age, veteran status, marital status, or disability status.

CEP is committed to a diverse and inclusive workplace. If you're excited about this role, but your past experience doesn't align perfectly with every qualification in the job description, we still encourage you to apply.

Responsibilities

- Leading the CEP team in the co-creation and implementation of a strategic communications plan
- Planning and facilitating communications and fundraising planning meetings with staff
- Attending speaking engagements and planning special events
- Constructing digital and printed visual and written materials
- Experimenting with audio visual media to support traditional outreach
- Managing website content
- Ensuring all outreach materials have consistent messaging and branding
- Developing relationships and working with media outlets and other companies
- Using donor and funding cycles to guide fundraising campaign decisions
- Finding ideal donors from public and private foundations and investors
- Building new donor relationships while maintaining ongoing ones
- Writing content to earn grants, new audiences and better relationships with donors, government agencies, community organizations, and foundations
- Responding to challenging situations quickly

About You

You're creative, organized, and enjoy producing interesting content in a fast-paced collaborative environment. You solve problems, learning innovative ways to engage with diverse audiences from donors to frontline communities. You're a leader and inspire audiences with quality digital and outreach content, can plan inclusive in-person, hybrid and virtual events, and you're passionate about our mission. Spanish language fluency is a plus.

Requirements

A candidate for this position will be authorized to work in the US, have experience in a communications, development, marketing or fundraising role, and be familiar with climate communications strategies, grant writing, and event planning.

Application

Please submit a letter of interest and your resume to takeaction@climateandenergy.org. Applications close May 26.