
Job Opportunity: Communications & Development Associate

Remote, Full-time Position
Posted July 14, 2022; Open Until Filled

Position Overview: The Renewable Energy Wildlife Institute (REWI) seeks an Associate to work with a small, mission-driven team to further our communications, outreach, and development goals and priorities. This is an exciting opportunity to work in a solutions-oriented field as our world addresses the need to scale clean energy to meet climate and clean energy goals while also protecting wildlife. The Associate will have the opportunity to engage with diverse audiences and industries, including leaders in the renewable energy, conservation/science, state and federal agencies, and funders as well as the engaged public. This position will report to the Director of Outreach & Communications.

About REWI: REWI is an independent, nonprofit science organization comprising leaders in the renewable energy industry, science and environmental organizations and wildlife management agencies who collaborate on a shared mission: To facilitate timely and responsible development of renewable energy while protecting wildlife and wildlife habitat. REWI works closely with over 40 industry and conservation partners and many other advisors to build scientific research, strategies and tools, and best practices for environmentally responsible renewable energy siting and operations.

Collaboration and sound science are fundamental to REWI's work, with the efforts of our small, energetic team multiplied by the insight, support, and oversight of our Board, Committees, task forces, project partners, reviewers, and contractors. REWI prioritizes a strategic and nimble approach, which allows us to remain a leader in developing solutions to pave the way for a sustainable, clean energy future where renewable energy and wildlife can both thrive. All team members engage in a variety of programs, projects, and activities, and a strong belief in our mission and dedication to our work is fundamental to all we do.

Key Responsibilities: Collaborating across the team and working closely with the Director of Outreach & Communications and Executive Director, the Associate's responsibilities will include:

- Communications & Outreach (50%)
 - Creating targeted communications materials and content, including web stories, e-blasts, newsletters, fact sheets, and social media content
 - Supporting social media content development and deployment
 - Supporting maintenance and updates to REWI's website (WordPress)
 - Supporting document design and layout
 - Collaborating with partner organizations on communications strategies, storytelling, and cross-promotional initiatives
 - Tracking monthly web, social, and other analytics
 - Coordinating participation in external conferences and meetings including background research, preparing materials, and coordinating logistics and travel
 - Leading the creation, management, and execution of annual content calendars for thematic messaging and storytelling across channels
 - Supporting brand-building by amplifying and expanding on REWI's updated brand identity, value proposition, and staff/ally voices

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- Development (45%)
 - Tracking and supporting engagement with current and potential funders including research, drafting correspondence, planning calls and meetings, booking travel, developing slide decks, and tracking progress
 - Supporting annual fundraising campaigns to Partners and Friends, including tracking outreach, pledges, and gifts
 - Support updates to and maintenance of the organization's contacts and fundraising database system, including data entry and task follow-up
 - Support proposal development
 - Operations (5%)
 - Maintaining organizational calendars and supporting organizational scheduling
 - Supporting the Executive Director of expense reports and other administrative items

Qualifications: We are seeking applicants with the following minimum qualifications:

- Bachelor's degree (or equivalent work experience) and at least 3 years of experience in a communications, outreach, or development role
- Excellent writing, editing, and oral communication skills
- Exceptional attention to detail
- Strong organizational and problem-solving skills
- A collaborative team member who is proactive, flexible, and able to manage a variety of tasks
- Ability to work independently and remotely without regular supervision
- Ability to maintain professional relationships with diverse groups including REWI team members, industry representatives, researchers, agency personnel, and consultants
- Proficient in Microsoft Office, particularly Outlook, Word, Excel, and PowerPoint
- Experience and knowledge of marketing (including web-based tools, e.g., MailChimp), media, and press engagement
- High level of proficiency working with CMSs (e.g., WordPress), and web platform analytics
- Familiarity with basic graphic design, including proficiency in Adobe Photoshop, InDesign
- Interest in renewable energy and wildlife conservation and commitment to REWI's mission

Location, Compensation, and Benefits: This position is fully remote and requires a home office with a reliable internet connection. Candidates located in the Washington, DC, region are preferred, but candidates based anywhere in the United States are encouraged to apply. All candidates must have authorization to work in the U.S. National travel is required occasionally. Salary is commensurate with the experience and skills of a non-profit associate with 3-4 years of work experience. REWI offers a generous, comprehensive benefits package.

Applications: Please submit a cover letter, resume, and two work samples (portfolios encouraged but not required) here: <https://awwi.knack.com/jobs>. Only complete applications will be considered. Applications will be accepted until the position is filled. No phone or written inquiries please.

REWI is proud to be an Equal Opportunity Employer (EOE). We strive to increase diversity, equity, and inclusion (DEI) in all elements of our work and with our partners. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identify, national origin, disability or protected veteran status. We are committed to a policy of nondiscrimination, inclusion, and equal opportunity and actively seek a diverse pool of candidates in this search.