

# Job Opportunity: Administrative Manager

Full-time, Work from Home Position

Candidates located in the Washington, DC, region are preferred

Posted February 23, 2023

Applications received by March 12, 2023, will be given priority; later submissions will be reviewed as needed until the position is filled

**About the Renewable Energy Wildlife Institute (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 renewable 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.

**Position Overview:** The Administrative Manager supports REWI's activities, working closely with and supporting the Executive Director as well as the research, outreach and engagement, communications, and operational functions of the organization. The Manager's work is critical for supporting all aspects of the organization's success at meeting REWI's mission and strategic plan goals. The position manages key administrative and development projects and initiatives and supports ongoing administrative and development-related activities.

This is an exciting opportunity to work at a cutting-edge, unique non-profit in an expanding and solutions-oriented field – the dynamic intersection of renewable energy and wildlife conservation – with many of the nation's top renewable energy producers and conservation and science leaders.

**Key Responsibilities:** The Manager's responsibilities will include, but will not be limited to:

- Supporting Board & Committee engagement, including scheduling meetings and calls, coordinating agenda and materials development, and taking notes and drafting minutes
- Coordinating development efforts, including Partner and Friend fundraising and pledging and engagement with other potential or recent funders; specific activities will include:
  - Supporting engagement with potential funders, including coordinating emails, scheduling calls/meetings, planning agendas, coordinating materials preparation, taking notes, and coordinating call follow-up
  - Tracking relevant data for all engagement in designated tracking sheet(s)/databases

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- Supporting funding proposal development, including identification of potential funding opportunities, development of proposals for new potential funding sources, and tracking of outcomes
  - Supporting the development and maintenance of materials targeted to current and potential Partners and Friends
  - Coordinating logistics for REWI-hosted events as assigned, including scheduling, identification of venue, planning of social events, coordinating catering, and coordinating preparation of materials
  - Managing the REWI constituent & fundraising database and contact lists, including playing a key role in supporting the selection and implementation of a new database
  - Providing administrative support to the Executive Director including conducting research and developing briefings, drafting correspondence, planning travel, creating itineraries, making reservations, and processing expense reimbursements
  - Providing general organizational administrative support, including making website updates; formatting documents; maintaining organizational calendars, files and shared mailboxes; supporting maintenance of REWI's office/storage space in Washington, DC; and providing support for key REWI tech-based systems

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

- Bachelor's degree (or equivalent work experience) with at least four year of relevant work experience
- Knowledge and experience working in non-profit administration and/or development
- Support for and interest in REWI's mission and eagerness to learn about REWI's programmatic work
- Excellent writing and oral communication skills
- Exceptional attention to detail
- Proficiency with MS Office Suite (MS Outlook, Word, Excel, PowerPoint, and SharePoint) and remote conferencing platforms (MS Teams, Zoom Meeting and Webinar preferred)
- Knowledge of project management methodologies, processes, and tools, with proficiency in project management tools (e.g., Monday.com, Basecamp, Asana) preferred but not required
- Strong organizational and problem-solving skills
- Ability to maintain professional relationships with diverse groups including REWI team members, industry representatives, researchers, agency personnel, and consultants.
- Ability to manage conflict and address challenging issues
- A collaborative team member who is proactive, flexible, and able to manage and prioritize a variety of tasks
- Ability to work independently and remotely without regular supervision
- Willingness to travel (3-4 trips per year for staff and Board meetings) and if based in the DC-area, make occasional trips to REWI's office/storage space in downtown Washington, DC

**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.
- Candidates must be based in the United States and have authorization to work in the U.S.
- Salary is commensurate with the experience and skills of a manager with four years of work experience.

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- REWI offers a generous, comprehensive benefits package, including medical, dental, disability, and life insurance (with REWI currently covering 100% of costs for employees), flexible spending account, retirement plan and match, cell phone and internet reimbursement, professional development support, and paid time off (including federal holidays, 15 days of vacation, 3 personal days, and 10 days of sick leave).

**Applications:** Please submit a cover letter, resume, and two writing samples here: <https://awwi.knack.com/jobs>. Only complete applications will be considered. Applications received before March 12, 2023, will be given priority; later submissions will be reviewed as needed 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.*