Bilingual Development & Communications Manager

Do you want to work at the intersection of climate change and social justice? All In Energy was founded in spring 2018 with a mission to accelerate an inclusive clean energy economy by bringing energy efficiency and renewable energy to underserved communities and increasing job opportunities in the clean energy industry for diverse talent. In just two years, the organization has launched programs in Dorchester, Cambridge, Lawrence and Methuen to ensure residents in these communities can benefit from statewide home energy saving programs and affordable renewable energy. The organization’s work has collectively saved families hundreds of thousands of dollars on utility bills each year. All In Energy has also provided nearly 30 individuals with their first job experience in the clean energy industry, of whom 89% have identified as people of color, bilingual individuals, and/or women. We are a small, but mighty, team of staff and paid interns from diverse backgrounds, committed to expanding access to the green economy and its benefits to communities across MA.

All In Energy seeks a passionate, fully bilingual (Spanish & English) Development & Communications Manager to expand our fundraising efforts and oversee our communications strategy for our outreach campaigns in Cambridge, Dorchester, Lawrence, Methuen, and beyond. We are looking for a high energy, motivated communicator who enjoys inviting new people to support what you care about. This is an exciting opportunity to expand and solidify the fundraising operations, as well as the bilingual communications capabilities of a young and innovative non-profit organization to ensure residents in underserved communities have access to affordable renewable energy and energy efficiency programs in MA.

You’ll be working closely with the co-founders of the organization and your work will have a broad-reaching impact on the organization’s approach and success. Your work will build on two years of successful fundraising and outreach efforts, including an extensive network of existing donors and customers, a history of fundraising events (in person and virtual) and online donor campaigns, an earned revenue model, and a growing list of partner cities, nonprofits and clean energy companies.

Responsibilities:
Expand organizational fundraising efforts
- Execute fundraising campaigns
- Plan, write and edit donor communications, such as emails, social media posts, funding proposals, webpages and reports
- Manage planning of fundraising events and engage donors for them
- Support staff to participate in fundraising efforts
- Collaborate with team to capture and share the stories of our impact
- Improve donor management and reporting system, and maintain accurate donor information, in collaboration with Data & Operations Coordinator.
Expand reach of outreach programs to engage residents in energy efficiency and renewable energy, as well as to generate earned revenue for the organization

- Coordinate with city, utility and community partners to meet the bilingual communications needs of our outreach campaigns
- Develop partnerships with community and statewide organizations to expand our reach via digital and print communications
- Manage 1-2 communications interns
- Oversee and create digital and print outreach materials
- Develop and manage implementation of social media strategy
- Create customer referral strategies to expand the reach of our field/phone outreach
- Design packaged outreach materials that facilitate outreach in new communities

Required Qualifications

- Must share a strong commitment to addressing global climate change, equitable clean energy access, or economic and environmental justice, and passionately embrace the mission of All In Energy
- Bilingual in English and Spanish, including strong written and verbal communication skills in both languages
- Self-motivated professional with a proven success record in fundraising
- Experience developing partnerships with other organizations or groups to advance common goals
- Experience creating and using a wide range of communications materials (both print and online), with a strong eye for graphic design and visual appeal
- 2-7 years professional experience in related field or position
- Experience communicating with the residents of low-income and/or majority-minority communities
- Proven ability to take initiative, and creatively problem solve
- Strong attention to detail and ability to manage and prioritize multiple tasks to meet deadlines
- Comfortable working independently and as a part of a small, nimble team
- Willingness to travel around Massachusetts, once this is safe again. Personal transportation not required.

Preferred qualifications:

- Experience developing communications strategies
- Experience managing staff, interns or volunteers
- Knowledge of website design
- Experience gathering and analyzing data
- Public speaking experience
- Experience cultivating relationships with and/or speaking with the press
- Basic knowledge of how homes use and lose energy
• Special consideration given to qualified candidates with experience working or living in Lawrence and/or existing relationships with organizations and businesses there.

Hours and Compensation:
• Salary $40,000-$55,000, commensurate with experience
• 40 hours, position will include occasional weekend and evening events
• Additional Benefits:
  ○ Flexible schedule
  ○ Paid sick time and vacation time
  ○ Flexible working location. Work from home possible, even in non-COVID times, with periodic meetings in Boston and/or Lawrence. We also have access to a shared workspace near BU Central Green Line T Station during non-COVID times.

All In Energy is an equal opportunity employer who values diversity. In particular, we’re dedicated to broadening opportunities for individuals from demographic groups that are historically underrepresented in the clean energy economy. We’re committed to building an inclusive workplace culture where talented people of widely diverse backgrounds can thrive. We are actively seeking people who bring diverse backgrounds and perspectives to join us in this work.

To apply, please email a brief cover letter and resume to rouwenna@allinenergy.org with the subject line “Development & Communications Manager Application.”