



Vacancy Development Director

MREA is seeking a results-oriented and self-directed person to fill the role of Development Director. Those with a passion for education, fundraising, renewable energy, and the MREA's mission are encouraged to apply!

About MREA

Mission: The MREA promotes renewable energy, energy efficiency, and sustainable living through education and demonstration.

As proponents of a just energy transition, the MREA values justice, equity, diversity, inclusivity, and belonging. We work to ensure our organization reflects the diverse communities we serve, because we believe that we need meaningful participation from people with a wide variety of perspectives and experiences to achieve our mission.

MREA is committed to the principle of equal employment opportunity for all and will not discriminate against any employee or applicant for employment in a manner that violates the law and our stated principles. MREA is committed to employing qualified people regardless of their race, color, religion, sex, sexual orientation, marital status, gender identity or expression, pregnancy, parental status, age, national origin, disability status, genetic information, family medical history, ancestry, protected veteran status, socioeconomic status, or any other class protected by federal, state, or local laws.

It is the responsibility of everyone employed at MREA to give this non-discrimination policy full support through leadership and personal example. In addition, it is the duty of every MREA employee to help create a job environment that is conducive to effective equal employment opportunity. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, and training.

Position Details

Position Title: Development Director

Position Classification: Full Time – Exempt (Salaried)

Reports To: Executive Director

Supervisor To: Development Coordinator

Salary: Range per Year: \$54,000 to \$75,000 (Salary is commensurate with experience)

Based: Option of: Remote; Hybrid; Milwaukee, WI; Deerfield, WI; Custer, WI

Approximate Start Date: July or August 2022

To Apply

To apply, please send:

1. Cover letter detailing your qualifications (PDF)
2. Resume including education and experience (PDF)
3. Contact information for three professional references (PDF)

All correspondence must be electronic and sent to Amiee Wetmore at apply@midwestrenew.org.

Deadline

Applications will be accepted through 5:00 p.m. Central Time on Thursday, July 8, 2022.

Job Description

The Development Director is responsible for planning, organizing, and directing all of MREA's fundraising efforts including major gifts, annual campaigns, planned giving, and development, maintenance, and promotion of membership and membership services. Work will be done closely with the Executive Director and necessary staff to coordinate membership and fund development drives/campaigns. This position reports to the Executive Director and is supervisor to the Development Coordinator.

Key Responsibilities

Fund Development

- Increase revenue, garner press and brand awareness, fostering strong community relations, donor loyalty, and acquiring new supporters
- Build and manage a portfolio of prospects and donors with a preference for alumni constituents with capacity to contribute at the \$10,000+ level
- Develop and execute strategies designed to realize the current and lifetime giving potential of prospective donors
- Demonstrate creative and thorough qualification efforts to identify and advance prospect relationships
- Build a culture of philanthropy within MREA educational programs to encourage giving
- Work with Executive Director to develop new funding opportunities for market development initiatives
- Review press releases, publications, monthly newsletters, videos, etc. as needed

Member Management

- Ensure Development Coordinator is coordinating member benefits, including but not limited to:
 - Member magazine subscriptions
 - Lifetime member benefits
 - Business member directory maintenance (links, membership info, necessary logos, advertising, and home page)
 - Lapsed member mailings (paper and online)
- Lead maintenance of member database
- Process memberships and donations as needed
- Assist with approval of outreach events
- Review Rise up scholarship applications and facilitate scholarship awards
- Facilitate MREA Advisory Board meetings and cultivate Advisory Board membership as long term friends of MREA
- Work with Communications Director to produce Annual Report

- Participate in MREA staff meetings and planning sessions
- Participate in MREA working groups as needed
- Lead fund development working group
- Manage volunteers and interns as needed

Financial

- Participate in the financial reporting and budget planning process
- Work with Executive Director and others as needed to develop the MREA budget and new budgets as needed

- Maintain membership budget
- Maintain donations budget

Events

- Work with Development Coordinator to coordinate membership sales at The Energy Fair including Front Gate, socials, and meetings.
- Lead coordination and implementation of donor and member events with Events Manager

Administration & Personnel

- Participate in MREA working groups to develop, actualize, and evaluate the MREA strategic plan.
- Coordinate with Leadership and directors to develop overall communication plan
- Conduct monthly grant reporting as needed
- Attend staff meetings and working groups
- Participate in staff reviews
- Support MREA events and activities, as needed

Board Relations

- Prepare member and donor reports, present information, and attend board meetings as needed
- Chair Board Nominating Committee and coordinate board elections
- Lead Advisory Board administration needs
- Chair Fund Development / Awards Committee

Travel Requirements

- Midwest or national renewable energy and/or sustainably living outreach or networking events as needed
- MREA's Custer, WI office for planning meetings as needed
- MREA's Custer, WI office for events, including the Annual Energy Fair held each June

Qualifications

A successful candidate will be:

- An experienced fundraiser with vision and ability to create fundraising plans
- Results-oriented and self-directed, with a passion for the MREA's mission
- Organized and focused with proven ability to prioritize and complete activities with deadlines
- Experienced in managing a project budget
- Comfortable working directly with people from diverse racial, ethnic, and socioeconomic backgrounds
- An excellent written and verbal communicator who can promote the MREA's mission to the public and market stakeholders
- Adept at working in groups and have experience building partnerships with diverse audiences
- Accustomed to working with a variety of software, demonstrating proficiency in word processing (i.e. MS Word and/or Google Docs), data management (i.e. Excel and/or Google Sheets), presentation software (PowerPoint and/or Google Presentations).

Preference will be given to candidates who:

- Are familiar with the philanthropic community in the Midwest, especially foundations with environmental focus
- Have a bachelors or other advanced degree in a related field and/or relevant work experience related to fund development, fundraising, and/or sales experience.
- Demonstrate experience in one or more of the following fields: project management, events management, communication and marketing, solar energy education, renewable energy, nonprofit management, business administration, or related field.
- Have experience with website editing using WordPress

Compensation & Benefits

- Salary is commensurate with experience
- Paid vacation & holidays
- Paid health and wellness leave
- Free electric vehicle charging at Custer Office
- Flexible work environment
- Casual dress code
- Free registration to MREA trainings
- Professional development support
- Work from home scheduling

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