Spark Northwest is seeking a dynamic Development Associate to join our small staff of local clean energy innovators for a six-month period. The Development Associate will help advance the Spark Northwest fundraising and communications plan while the Development and Communications Director is on Family Medical Leave.

Founded in 2001, Spark Northwest accelerates the shift to clean energy one community at a time. We work with community-based groups, local government, and utilities to design and implement clean energy projects that shift power and wealth to marginalized communities in Oregon and Washington. Please visit sparknorthwest.org to learn more.

RESPONSIBILITIES:

**Manage Annual Fundraising Campaign**
- Manage our ongoing 2021 fundraising plan including donor acknowledgement, donor profile updates, collateral and distribution of e-appeals, and donor moves management.
- Oversee fundraising events including the online GiveBig event in May, the continuation of recurring virtual trivia nights and help plan for a fall anniversary live event.
- Use Salesforce to track donor engagement.
- Support the board’s Fundraising and Communications Committee.
- Reconcile Salesforce data with accounting staff.

**Coordinate Spark Northwest External Communications**
- Manage the Spark Northwest social media profiles including Facebook, Twitter, and LinkedIn.
- Create content for and distribute monthly newsletters and Program Updates.
- Monitor and update Spark Northwest website as needed.
- Promote and organize outreach events like the 2021 Virtual Trivia Night series.

**Program Coordination**
- Provide support to Program staff as needed.
SKILLS, EXPERIENCE AND ABILITIES

Our ideal candidate will have a passion for creating solutions for our most pressing energy, environmental, and social justice challenges. They will be a team player and a motivated self-starter, and will thrive in a fast-paced and lively organization.

We are seeking candidates who:
• Have demonstrated fundraising experience
• Have strong communication skills
• Enjoy engaging with the community through social media
• Have experience with Wordpress and Salesforce
• Are comfortable using MS Office – Word, Excel, Powerpoint, Outlook
• Demonstrate initiative and can self-manage and work remotely

We value but don’t require:
• Have a passion for clean energy and justice
• Have lived experience in low-wealth, immigrant, rural or marginalized communities
• Knowledge of clean energy (esp. solar, energy efficiency)
• Experience working with/in non-profits

BENEFITS AND COMPENSATION

This temporary, part-time position will earn $25 per hour and is eligible for paid sick leave, paid holidays, and public transit subsidy (as needed during COVID-19 pandemic).

LOCATION

We have an office in downtown Seattle. During the COVID-19 pandemic our work is almost entirely remote. When social distancing is no longer necessary, we expect a mix of remote and in-person office collaboration and some travel for in-person meetings with donors and for in-person events. For remote work, employees need access to internet, phone, and personal computer. If this is a barrier, we can make accommodations.

TO APPLY

Position will remain open until filled, but applications received by March 5th will receive priority consideration. Expected start date: late March.

Please submit the following to jobs@sparknorthwest.org with the subject line: “Your Full Name, Development Associate”:

• A cover letter explaining how this position aligns with your previous experience and career goals
• A current resume with specific dates of employment (month/year)
• A writing sample reflecting your original work

No phone inquiries please.

Spark Northwest is an equal opportunity employer who does not discriminate against any employee or job applicant due to gender, race, color, religion, national origin, political ideology, age, marital status, disability, sexual orientation, gender identity, veteran or military status, or any other legally protected status. //Posted February 19, 2021