

## **Development Director**

The Clean Coalition seeks a full-time Development Director, based in the San Francisco Bay Area, to lead fund development and management efforts. Ideal candidates will bring proven success securing grants from private foundations and contracts from government agencies, along with experience managing a portfolio of major donors and knowledge of renewable energy policy and practices. The Development Director reports to the Executive Director and works with other Clean Coalition staff to meet a \$2 million annual budget. Much of the Development Director's work will be performed from a home office, but there will be regular in-person meetings and events throughout the San Francisco Bay Area and low travel requirements outside the area. Therefore, **the Development Director must reside in the Bay Area**. The start date for this position is as soon as possible.

### **About the Clean Coalition**

In order to address climate change while securing economic, environmental, and resilience benefits for communities, the Clean Coalition's mission is to accelerate the transition to renewable energy and a modern grid through technical, policy, and project development expertise. Since our founding in 2009, the Clean Coalition has had significant impact shaping policies and programs that enable local renewables and modernize the grid. When fully deployed, our efforts to date will have led to over 3,000 megawatts of renewable energy, enough to reduce carbon emissions by 3.9 million metric tons annually and to bring \$2.9 billion of direct economic stimulation to the benefiting communities. The Clean Coalition is engaged with a variety of stakeholders, including policymakers, municipalities, load-serving entities (including community choice energy agencies), and advocates. Ultimately, the Clean Coalition aims to create near-term deployment opportunities for local renewables and other distributed energy resources (DER) that prove the technical and economic viability of local renewables, energy storage, demand response, electric vehicles, and other elements of clean local energy.

### **Job Responsibilities**

- Sustain existing foundation relationships by tracking deadlines for renewal applications and producing required documents, including narrative and financial reports and renewal letters of inquiry and/or proposals.
- Conduct research to find new fund development prospects, vet them in collaboration with program staff and the Executive Director, and track them to ensure timely creation and submission of letters of inquiry, proposals, and/or applications.
- Build relationships with foundation program officers, secure pitch meetings, and produce presentations in order to bring the Clean Coalition's staff and programs to the attention of new funders.
- Project manage applications to government entities, including the California Energy Commission, in response to Grant Funding Opportunities, Requests for Proposals, etc.
- Develop annual organization and project budgets, track income, and prepare quarterly budget reports in collaboration with the Grants & Contracts Manager, who tracks government grants and contracts post-award.

## **Requirements**

The Clean Coalition is seeking an accomplished professional who has at least five years of relevant experience — ideally fundraising for renewable energy initiatives.

- Proven track record of securing six-figure grants from private foundations and seven-figure contracts from government agencies.
- Excellent writing, editing, and speaking skills.
- Experience developing and sustaining productive relationships with foundation program officers.
- Experience producing budgets and financial reports for funders.
- Extraordinarily well organized, self-directed, and able to manage a wide variety of responsibilities.
- Ability to work effectively among other staff in matrixed, virtual teams.
- Success coordinating among a variety of collaborators.
- Proficiency with Microsoft Office, Adobe Acrobat, and the suite of Google’s cloud-based tools.

## **Preferred Experience**

- Securing contracts with the California Energy Commission.
- Managing a portfolio of high-net-worth individuals.
- Coordinating with a fiscal sponsor.

## **Compensation**

Competitive for a smaller nonprofit; based on experience.

## **How to Apply**

Please send as separate documents in a single email a cover letter, resume, and an example of original writing (letter of inquiry, grant proposal, or grant report) to [kristen@clean-coalition.org](mailto:kristen@clean-coalition.org). The subject line of the email should read “Development Director – {your name}” and the email should indicate how you became aware of this opportunity.

*The Clean Coalition provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, The Clean Coalition complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*