

**The *Midwest Building
Decarbonization Coalition*
is hiring!**

**GRANTS AND
DEVELOPMENT DIRECTOR**



MWBDC GRANTS AND DEVELOPMENT DIRECTOR

The Midwest Building Decarbonization Coalition seeks to develop and implement equitable strategies to achieve zero emissions from the Midwestern building sector by 2050.

ABOUT THE POSITION

The Grants and Development Director leads and oversees all aspects of the Coalition's development strategy, guided by our development plan. This includes individual donor development and stewardship, corporate and foundation giving, and event planning and execution. This position will also manage the Coalition's regranting program ([learn more here!](#)), working closely with the Grants and Stipends sub-committee to review funding applications, conduct quarterly check-ins with recipients, and report on project outcomes at the conclusion of the yearly grant cycle.

This position is for full time, exempt employment.

RESPONSIBILITIES

- Manage the Coalition Regranting Program
 - Work with the Communications Manager to advertise the program and recruit applicants
 - Work with the Equity Working Group's Finance sub-committee to improve and implement regrant application process and evaluation criteria.
 - Conduct regular check-ins (via Zoom, phone, etc) with grantees, connecting them with staff and resources when needed.
 - Report out on the successes and opportunities for improvement after each grant cycle.
- Engage in day-to-day administrative fundraising tasks (i.e., database maintenance (we use EveryAction) and donor acknowledgment)
- Work with the Communications Manager to develop regular reports, newsletters, email messages, and other communications.
- Work with Board Members to train and engage them in values-driven fundraising activities.
- Cultivate and solicit support, and develop long-term relationships with key donors, Coalition members, sponsors, and foundations.
- Collaborate with the Executive Director to develop a Fund Development Plan, including setting annual and long-range goals for fundraising, and evaluate performance against this plan. The Grants and Development Director works in collaboration with the Executive Director, Board, and Coalition staff.
- Coordinate with staff to provide all required reporting on the organization's grants.

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IDEAL CANDIDATE

- Have a passion for gender, racial, economic, and social justice, along with a commitment to the Coalition's mission, vision, and values.
- Experience with grant writing (particularly applying for federal/state grants)
- Possess knowledge of non-profit fundraising techniques and strategies and an enthusiasm for raising funds to further the Coalition's mission in a values-aligned manner. Experience working in non-profit fund development preferred (volunteer or paid)
- Be highly organized, have excellent written and oral communication skills, be well versed in MS Word and Excel, database management, social media, and electronic marketing systems.
- Be collaborative, efficient, enthusiastic, and flexible, and comfortable working in an informal office environment with dedicated, hard-working, opinionated, irreverent, fun, flexible, quirky people!

WORKING ENVIRONMENT

Due to the regional nature of the Coalition, all staff members conduct their work virtually and work from home. Access to reliable internet and a reliable, working computer are necessary.

Some travel within the Midwestern region to attend conferences, engage with funders, and conduct site visits can be expected. Applicants should be prepared for a forward-facing role with coalition members, especially in their capacity of managing the Coalition Regranting Program.

COMPENSATION & BENEFITS

The position is full-time, non-exempt, with flexible hours and a high degree of autonomy. The annual salary is \$90,000 to \$105,000 with full medical/dental/vision, and retirement benefits, plus generous leave time. Qualified candidates desiring less than full-time work at a prorated salary may be considered.

TO APPLY

Please email a cover letter (no more than 2 pages) and resume to midwestdecarb@gmail.com in PDF format. All applications are required to place "Grants and Development Director" in the subject line of the email or the application will not be screened for consideration.

Position open until filled.