

Employment Opportunity: Communications & Development Specialist

About New Buildings Institute

New Buildings Institute (NBI) is at the forefront of a wide range of national and regional policy, program and technical initiatives focusing on high performance commercial and multifamily buildings. Widely respected in the industry for its leading-edge thinking on improving building performance, NBI is a nonprofit, mission-driven organization committed to making a difference. We work with national, regional, state and local NGO's, agencies, utility groups and companies to promote improved energy performance in commercial buildings. Projects include building research, design guidelines, policy and code activities focused on making buildings better for people and the environment.

About the Position

Our organization is currently seeking a Development Specialist to join our Communications & Development team and support fundraising and development initiatives. The successful candidate will contribute to the success of our non-profit's fundraising and development initiatives, help manage stakeholder and partner relationships, and support overall communications and outreach for NBI. This position involves managing numerous existing and future funders and fundraising activities and requires a strong background in non-profit fundraising and development.

Responsibilities

A successful candidate will be responsible for:

- Supporting day-to-day development activities and support our annual fundraising program
- Technical copy writing and editing for program proposals and reports
- Supporting contact database management to support development activities
- Identifying prospective individual and corporate donors and develop strategies to cultivate those relationships
- Maintaining and tracking ongoing communications with private and corporate funders
- Expanding and manage client accounts with the donor database, displaying a high-level of commitment to accuracy in entering and retrieving data from database, including identification and merging of duplicate files.
- Assisting in cultivation and stewardship of current and prospective funders.
- Supporting ongoing development of website, collateral development, content marketing campaigns, social media and other NBI communications efforts
- Researching funding opportunities with regional and national philanthropic organizations
- Ensuring timely and accurate report deliveries to funders
- Collaborating with and support staff on development activities, including grant proposals, project proposals and development of marketing collateral

Home of:



- Coordinating with and support members of the Board of Directors to enhance contact database and develop new fundraising connections
- Supporting writing letters of inquiries and grant proposals

Qualifications

Required

The Development Specialist will have a minimum three years nonprofit fundraising experience with the following qualifications:

- Bachelor's Degree in Business Administration, Communications or related field
- Foundation relationship and grant writing experience
- Excellent organizational abilities with acute attention to detail
- Excellent written, interpersonal and verbal communication skills
- Demonstrated capability, skills and experience drafting and editing technical copy
- Highly proficient in Microsoft Office suite and Adobe Creative Suite software
- Experience with managing social media, email and print campaigns
- Facility with WordPress, Twitter, LinkedIn, Instagram and Facebook
- Microsoft Word, Excel, Outlook, and donor management software.
- Self-motivated with a desire to exceed objectives
- Professional manner and positive disposition

Desired

- Knowledge of sustainability, green building or energy efficiency
- Graphic design sense and capabilities
- Familiarity with CRM databases
- Good sense of humor

NBI is focused on improving the performance of commercial buildings; successful candidates will have an affinity for and interest in building energy use, technologies, design strategies and the resulting benefits to occupants and the environment.

Details

This position will be located at NBI's downtown Portland, Oregon, office. This is a full-time position with benefits.

To apply

Email a cover letter and resume to info@newbuildings.org. Address your cover letter to:

Anna Gabis, Controller
New Buildings Institute
623 SW Oak, Third Floor
Portland, Oregon 97205

References and a writing sample may be requested later. For more about New Buildings Institute, visit www.newbuildings.org.

New Buildings Institute is an equal opportunity employer.