

Communications and Development Specialist

New Buildings Institute (NBI) is a nonprofit organization with a clearly defined mission: We push for better buildings that achieve zero energy, zero carbon, and beyond – through research, policy, guidance, and market transformation – to protect people and the planet. We work with national, regional, state and local agencies, utilities and companies to promote improved building energy performance in policies and practices.

NBI is a dynamic, forward-thinking organization with a staff who are dedicated to our mission. We foster a professional, collaborative environment and encourage our staff to actively participate in shaping the future of the organization.

We are currently looking for someone to fill a new Communications and Development Specialist role. This new position will be part of both our Communications and Development teams. The position requires a motivated self-starter with strong organizational and communication skills. Ideal candidates are not required to have experience in the energy or climate-change sectors but should be passionate about our mission. This position will report directly to the Director of Communications.

Job duties & responsibilities

Communications:

- Work with Communications Manager and staff to support all corporate and program communications activities
- Support ongoing content management for websites, program resources, photo library and communications collateral materials
- Ongoing maintenance of NBI's stakeholder lists and contact management system
- Execute on graphic design projects using NBI templates and style guide, as assigned. Projects mainly to be developed in either InDesign or PowerPoint
- Support NBI's social media program for sharing information via platforms including Facebook, Twitter, and Linked In. Facilitate and assist staff with postings. Maintain social media analytics for organization and staff
- Copy editing of communications materials, guides, reports, etc. to ensure highest professional presentation of our work

Development:

- Work with Development Manager to support NBI's contracts, proposals, sponsorship, and fundraising activities
- Write and edit content for grant and contract proposals, including RFP responses, foundation letters of inquiry, and grant applications, reports and follow up communications

- Maintain library of development content, including résumés, descriptions of projects and programs, and other fundraising and proposal material
- Support contact database management related to development activities, including ongoing communications with private and corporate funders, displaying a high-level of commitment to accuracy in entering and retrieving data
- Support content generation needed for timely and accurate reporting to funders

Candidate qualifications

Required:

- Bachelor's Degree in Business Administration, Communications, or related field, or experience commensurate with tasks listed above
- Nonprofit fundraising experience
- Excellent organizational abilities with acute attention to detail
- Excellent written, interpersonal, and verbal communication skills
- Highly proficient in Microsoft Office suite and Adobe Creative Suite, including exceptional skills in PowerPoint and InDesign programs
- Experience with managing social media campaigns on all common platforms as well as email apps such as Constant Contact

Desired:

- Familiarity with green buildings, energy-efficiency, and low-carbon policies and practices
- Demonstrated capability, skills and experience drafting and editing some or all: marketing, contract, grant, proposal and/or technical copy
- Graphic design sense and capabilities
- Experience with Wordpress websites and website development
- Familiarity with contact management databases
- Self-motivated with a desire to exceed objectives
- Professional manner and positive disposition

Additional details

This position is full-time exempt and will work remotely until we are able to open our Portland, Oregon, office again for all staff. NBI is an equal opportunity employer and is committed to a policy of nondiscrimination on the basis of race, color, religion, national origin, gender, gender expression, age, marital status, sexual orientation, military status and disability in all of our work and activities, including hiring practices. We believe in a positive work/life balance and are committed to our employees' health and well-being. NBI is also committed to championing diversity, equity, and inclusion across all areas of our organization, and have enacted hiring practices to support this commitment.

Additionally, NBI offers the following for this position:

- Salary range: \$50K - \$57K
- Insurance plans (100% of employee only premiums paid by NBI; new hires are eligible the first of the month after 30 days of employment):
 - Medical, Vision & Dental insurance
 - Life insurance
 - AD&D insurance
 - Long Term Disability insurance

- 160 hours of accrued PTO (combined vacation and sick)
- 11 paid holidays
- Optional benefits include: Flexible Spending Accounts (healthcare & dependent care); Health Savings Account; 401(k) – available the first of the month after three months of employment; Accident insurance; Cancer insurance; Critical Illness insurance; Short Term Disability insurance; Term & Whole Life insurance; Identity Theft Protection insurance; Pet insurance

If all the above sounds like a good fit for you, then we encourage you to apply! Please submit a cover letter and resume via email with “Communications and Development Specialist” as the subject line to info@newbuildings.org or by mail:

Attn: HR Manager
New Buildings Institute
623 SW Oak Street, Floor 3
Portland, OR 97205

For more information about New Buildings Institute, please visit our website: www.newbuildings.org