

Fundraising & Proposal Manager

About the Position

This position contributes to the success of our non-profit's fee-for-service and business development initiatives, helps manage stakeholder and partner relationships, and supports overall fundraising activities for NBI. This position involves managing numerous existing relationships and creating business development proposals. It requires a strong background in professional services marketing (ideally in the built environment sector) and proposal development.

Responsibilities

- Manage day-to-day business development activities related to fee-for-service or other contracts.
- Manage contract/fee-for-service solicitation and proposal production schedule.
- Write and edit for fee-for-service proposals and related contract language; may include technical content.
- Maintain and track ongoing communications between potential clients and staff during the solicitation process.
- Support staff pursuing corporate sponsorship with key partner firms by helping identify prospects / contacts. Oversee development and maintenance of boilerplate materials including sample qualifications, résumés, and related business development proposal content (boilerplate)
- Support contact database (CRM) management for development activities including identification of prospective corporate contracting contacts.
- Collaborate with Directors and Staff on business development activities and support coordination with members of the Board of Directors to enhance contact database and develop new fundraising connections.
- Work collaboratively with the Marketing Communications team to develop professional and compelling business development materials.

Qualifications

- Minimum five years professional services marketing or proposals experience.
- Bachelor's Degree in Business Administration, Communications, or related field.
- Familiarity with building decarbonization, green buildings, and energy-efficiency practices.
- High level experience with proposal writing.
- 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, Adobe Creative Suite, and CRM management software.
- Self-motivated with a desire to exceed objectives.

- Professional manner and positive disposition.
- Graphic design sense and capabilities.

What we offer:

This position is a full-time, exempt position. NBI's office is in downtown Portland, Oregon. Qualified candidates outside the Portland area are encouraged to apply as we will consider hiring in remote work location.

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:

- Base salary range: \$65,000 - \$75,000 (commensurate with experience)
- Insurance benefits (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 Paid Time Off (combined vacation and sick for a full year)
- 11 paid holidays
- Additional optional benefits available the first of the month after 30 days of employment include: Flexible Spending Accounts (healthcare & dependent care); Health Savings Account; Accident insurance; Cancer insurance; Critical Illness insurance; Short Term Disability insurance; Term & Whole Life insurance; Identity Theft insurance; Pet insurance
- 401(k) with company and safe-harbor match available the first of the month after three months of employment
- A dynamic, collaborative, and exciting place to work full of passionate and dedicated people all working towards our collective mission!

How to apply:

Email a cover letter, resume, and salary requirements to careers@newbuildings.org. Please write "Business Development" in the subject line. References and a writing sample may be requested later. For more about New Buildings Institute, visit www.newbuildings.org.