Title: Development Specialist
Part-Time (20 hours per week)

Reports to: Executive Director of Sustain Dane

Submission Date: Sunday, February 23, 2020. To apply, email resume and cover letter to Claire@sustaindane.org

Sustain Dane: Sustain Dane, Inc., a 501(c)(3) non-profit educational corporation. Sustain Dane's vision is a thriving and connected community with a sustainable environment and economy we are proud to pass on to future generations. Located in the thriving StartingBlock Madison space in the Spark Building, our mission is to inspire, connect, and support people to accelerate sustainable actions for community wellbeing.

Job Overview: If you are passionate about our mission and vision, enjoy communicating and connecting with others, have strong writing skills and attention to detail, and want to be a part of a dynamic and innovative organization, then you should apply to become Sustain Dane’s Development Specialist.

Under the direction of the Executive Director, the Development Specialist is responsible for operations related to membership retention and recruitment, grant writing and financial/in-kind sponsorship of Sustain Dane programs. The Development Specialist will work collaboratively with the Sustain Dane staff team and Board of Directors, as well as be able to execute strategies independently. The Development Specialist is a public-facing member of the Sustain Dane staff team. A successful candidate will have strong verbal and written communication skills, be detail oriented, and want to be a part of building a community that is accelerating sustainability in Dane County.

Membership Retention and Recruitment (50%)
1. Establish plans to retain and engage current members, as well as growth strategies to welcome new members.
2. Work with the Executive Director and Membership Workgroup to deliver member services, as well as evaluate effectiveness of implementation.
3. Communicate positively and effectively with existing members and potential new members in ways that strengthen relationships and provide high quality customer service.
4. Receive, follow up, and track prospective inquiries and referrals.
5. Get to know members and understand how Sustain Dane can best support their sustainability goals.
6. Create a strategy for communicating with Sustain Dane members and partners to solicit feedback and adjust Sustain Dane services accordingly.
Grant Writing and Sponsorships (25%)
1. Complete written grant applications for Sustain Dane programs.
2. Be responsible for tracking and collection of appropriate documentation to ensure fulfillment of grant terms.
3. Research new grant and fund development opportunities.
4. Solicit sponsorships for Sustain Dane programs, in particular the Annual Summit

Administration (25%)
1. Work in Wild Apricot and Little Green Light Software
2. Ensure timely thank you notes are sent to all supporters
3. Keep membership, grant, and sponsorship data up to date and be able to provide reports to staff and Board upon request
4. Manage Community Shares of WI participation
5. Provide input to program development and communications to achieve and sustain a strong brand and positive internal and external relations

Qualifications: The ideal candidate will have an inherent passion for and understanding of sustainability practice in its various forms. The individual will be a dynamic and strong communicator who thrives in a hands-on work environment. They will be an authentic and open-minded professional who is comfortable working with people of all backgrounds and identities. They will be someone who can routinely juggle competing priorities with a focus on internal and external customer satisfaction. And they will help discover pathways into the sustainability movement for the many communities that make up Dane County.

Education: Bachelor’s degree preferred

Skills: Customer service, strong verbal and written communication, critical listening, sales expertise, attention to detail and data management

Personal Characteristics: Positive attitudes, trustworthy, reliable, innovative, inclusive, & a self-starter

Part-Time: 20 hours per week. Days and hours per week are negotiable

Compensation: Annual salary of $14,000

Please submit resume and cover letter electronically to Executive Director, Claire Oleksiak at Claire@sustaindane.org by Sunday, February 23, 2020.