

Development and Communication Associate



Advancing the Clean Energy Future

Job Search Open until: March 15, 2021

February 10, 2021

Acadia Center is seeking an energetic, well organized Development and Communication Associate to be an integral member of the Public Engagement team, supporting donor administration and communications. This individual will ensure that current and prospective donors feel a kinship with Acadia Center, and see the value and impact we have on addressing climate change through systemic clean energy solutions.

Position

The Development and Communication Associate will be responsible for helping to create a positive donor experience with Acadia Center, so that we retain and grow our individual donor base. The work of addressing climate change through systemic clean energy solutions is complex and long-term, and we want donors to feel part of the solution of helping communities and the region thrive. This role will include processing donations, maintaining the donor database, sending acknowledgments, Welcome Packets, and creating regular donor updates to the Board, President, and the Executive Cabinet. As a key member of the Public Engagement team, this individual will also assist with donor communications, including list segmentation, annual report, twice yearly appeals, quarterly Impact Briefs, our monthly E-Newsletter and appropriate website updates. The position reports to the Director of Communications and External Engagement. The position can be remote in the Northeast; flex or part time schedules will be considered.

Key Qualifications

- **Donor and donation processing experience:** maintaining databases, donation processing, sending acknowledgments and thank you letters; experience using Salesforce (or similar); producing weekly updates for President and Executive Cabinet; creating regular reports for Board.
- **Exceptional attention to detail, strong database skills:** Microsoft Office suite, especially Excel, strong skill with donor database management software such as Salesforce (or similar). Familiarity with QuickBooks a plus. Superb proofreading skills.
- **Donor communications familiarity:** Experience with Constant Contact or Mail Chimp; facility with list development and segmentation – digital and mail; familiarity with major social media platforms: Facebook, Instagram, Twitter, LinkedIn; knowledge of website content management software – WordPress preferred. Maintains communication’s content calendar, digital archives, licensing, media clips; share in website updates (posting blogs, media clips, reports, etc.)
- **Excellent project management skills:** Effectively manages multiple projects and competing deadlines; sets priorities and schedules; able to use judgement to reprioritize and troubleshoot issues appropriately.
- **Team player:** Works collaboratively with Public Engagement team, Executive Leadership, President; positive, optimistic attitude.

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- **A strong interest in energy and climate issues:** a sense of urgency to engage donors with supporting our mission to address the climate crisis in a manner that will spur economic, consumer, public health and environmental justice benefits for all.

Diversity and Climate Justice Commitment

Acadia Center is committed to a diverse work environment that advances goals to remedy racial, environmental and climate justice issues. We value a workplace of mutual respect, the ability to learn from one another and a team culture of inclusion, shared responsibilities and decision making; people of diverse communities and identities are strongly encouraged to apply.

Compensation

This is a full-time, exempt, salaried position; requests for flex or part time schedules will be considered. During the pandemic, Acadia Center offices are closed, and all work is remote. Acadia Center compensation is competitive with peer non-profit groups and salary is commensurate with the selected candidate's experience and skill levels. The range of fulltime compensation is expected to be in the range of \$48,000 to \$62,000. Benefits include health care, dental, retirement, disability, and vacation.

Organization

Since its founding in 1998, Acadia Center has been a leading non-profit working to advance a low carbon, clean energy economy in the northeastern United States that benefits all. The organization's approach applies on-staff research to shape recommendations and implement reforms to state, local and regional policies that reduce climate pollution, advance clean energy, and improve the lives of all. We focus on legislative, regulatory agencies forums and developing materials for public education and engagement. Acadia Center uses a team approach that combines skills in economic, energy, climate, law, health and consumer analysis into useful information for policy makers, the media and the public. Building strong, effective relationships in coalitions, partnerships and engagement with diverse stakeholders is a core hallmark of our approach. Acadia Center staff of lawyers, policy experts, researchers and communicators are based in Rockport, ME; Boston, MA; Providence, RI; Hartford, CT; and New York, NY. For more information, please visit <https://acadiacenter.org>.

To Apply

To apply, please send a cover letter of interest, resume, at least two professional references and an example of your writing and communications skills to careers@acadiacenter.org. Please insert **Development Communications Associate** in the subject line and indicate where you saw the posting in the body of the email. Phone calls will not be accepted.