



## **Director, Philanthropy Operations, GRID Alternatives; Denver, CO or any GRID Alternatives office; Full-time**

### **About GRID Alternatives:**

GRID Alternatives is a national leader in making clean, affordable solar power and solar jobs accessible to low-income communities and communities of color. GRID is an entrepreneurial, high-growth non-profit organization that provides direct solar installation and project development; workforce training and service learning opportunities; and low-income solar policy advocacy.

### **Our vision: a transition to clean, renewable energy that includes and benefits everyone.**

At GRID, we care about each other and know that each employee has a whole self that includes life outside of work. Our culture supports learning, growth and well-being of all of our team members.

Based in Oakland, California, GRID has 9 regional offices and affiliates serving all of California, Colorado, Washington D.C., Virginia, Maryland, and Delaware; GRID also works in Nicaragua, Mexico and Nepal. GRID has a dedicated staff of 370 and growing!

GRID Alternatives is looking for a **Director of Philanthropy Operations**.

Any Director/Manager at GRID Alternatives must be able to advance the organization's equity, inclusion, and diversity work and understand that this can only be achieved within a framework of social, economic, and environmental justice.

Join our national headquarters fundraising team and lead our efforts to drive department consensus around policies, principles, and procedures, enabling us to efficiently and effectively attain our fundraising goals.

Our organization is well positioned to dramatically increase support from this sector in 2019 and beyond, thanks to rapidly growing interest from the funder community around the intersection of climate change and economic inequality, and our status as a rapidly growing national nonprofit organization with a unique "triple bottom line" value proposition. **(PEOPLE. PLANET. EMPLOYMENT.)**

This is a great opportunity for an established Operations professional who excels at leading projects and people, and thrives in a fast-paced, collaborative environment. We are looking for someone who has experience in strategy development and change management, and who will embody GRID's core values such that they deepen over time through practice.

### **POSITION RESPONSIBILITIES:**

- Work directly with the Vice President of Philanthropy to support Headquarters and Affiliate fundraising through overseeing the department's investment in platforms, applications, and fundraising tools

- Own department-wide projects and provide flexible, responsive support to all new and ongoing projects
- Work in partnership with other programs and departments ensuring all interactions between areas streamline stakeholders, cross-functional processes and procedures, and provide a unified approach in meeting the Organization's strategic goals and leadership directions
- Co-lead the budgeting and reforecasting process with the Vice President of Philanthropy
- Oversee the management of, and increase the use and impact of, all data and systems
- Work closely with the leadership team to help with metric collection and communications about impact
- Manage the Philanthropy Operations Coordinator and HQ Philanthropy's Executive Assistant
- Serves as a liaison to the Accounting and Operations Departments
- Promote a Culture of Philanthropy across the organization

#### **POSITION REQUIREMENTS:**

- Big picture vision for automating systems and project managing database and other technology projects
- Experience with Salesforce
- Highly motivated, self-directed person who can operate with little oversight but maintains a high level of accountability and integrity
- Excellent organizational skills, follow-through, and attention to detail and deadlines
- Excellent collaboration skills, including the ability to coordinate and communicate effectively and efficiently with a variety of internal team members
- Solid computer productivity skills, including Microsoft Office and Google Apps
- Comfortable working as part of a team in a hard working, professionally collegial, high-growth organization
- Passionate advocate for renewable energy, affordable housing, workforce development, and/or environment/environmental justice work

#### **Preferred Qualifications:**

- Bachelor's degree or equivalent experience
- Specific experience with renewable energy, affordable housing, and/or environment/environmental justice work
- Experience overseeing virtual teams
- Experience and confidence in creating and managing budgets and organizational finances, financial reporting

#### **Office Location**

This position can either be based out of any of GRID Alternatives' 9 regional offices across the country. In all cases, some travel will be required to meet with national funders and other GRID Alternatives team members across the country, although the amount of travel is flexible.

#### **Compensation**

This is a full-time position, compensation commensurate with experience.

#### **Benefits**

Medical, Dental, Vision/Eye Care insurance, 5 weeks paid time off (PTO), 12 paid holidays, Commuter Checks, 403B retirement plan, Employee Assistance Program (EAP), Flexible Spending Account (FSA), Health Savings Account (HSA), STD&LTD, and yearly Professional Development funds to further education up to \$600.

**To Apply**

Submit both a resume and a cover letter describing your interest. [Apply online here.](#)

Due to the high volume of inquiries, mailed and emailed applications are not accepted. Please do not call and/or email requesting an update.

***GRID Alternatives provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability or genetics.***

***Women, reentry individuals, and people of color are urged to apply.***