



## Job Description – Deputy Director

**Reports to:** Executive Director

**Status:** Full Time

**Salary:** Starts at \$60,000 per year, commensurate with experience

**Location:** Flexible within Alabama. Birmingham, Montgomery or Mobile preferred.

Energy Alabama is seeking a knowledgeable and passionate clean energy champion to join the team as the Deputy Director. As Deputy Director, you will be instrumental in leading the success of the organization. You will work with Energy Alabama staff, board members, and members to accelerate Alabama's transition to sustainable energy.

Energy Alabama was founded in 2014 and is poised for significant growth over the next three to five years. This position will help shepherd Energy Alabama's financial and operational growth.

### The Position:

Reporting to the Executive Director, the Deputy Director is responsible for supporting Energy Alabama's overall strategies and tactics. As an early-stage non-profit, the focus of this position from the outset will be development and operations, with some communications support.

Development duties include overseeing Energy Alabama's major giving, sponsorships, grants, membership program, and fundraising events. Operational duties include managing volunteers and interns, attending and planning events on behalf of the organization, executing certain financial tasks, and coordinating with the Board of Directors and our members. Communications duties include basic support for marketing, public relations, and social media activities, especially those related to fundraising and membership.

Although not an exact breakdown, at the outset this position will entail: 40% Development, 40% Operations, and 20% Communications.



The ideal candidate will be an outstanding strategist who is able to effectively convey the mission and programmatic efforts of Energy Alabama to diverse members of the organization, prospective members, funders, and potential funders.

## Responsibilities:

- Develop strategies for and oversee the implementation of Energy Alabama’s fundraising efforts:
  - Act as point person for Energy Alabama’s Membership Program, with support from other team members
  - Coordinate periodic membership drives and appeals
  - Maintain membership and donor lists
  - Communicate regularly with members, including thank you letters, invitations to events, newsletters, etc.
  - Oversee grants program including research, proposal writing, and reporting requirements
  - Solicit corporate sponsorships for events and programs
  - Attend events and conferences throughout the state, promoting Energy Alabama
- Serve as the organizational lead for Energy Alabama in areas such as:
  - Tracking financial performance of the organization and interacting with accountant regarding day-to-day finances
  - Overseeing financial activities to ensure the organization is following all applicable laws relating to non-profits
  - Coordinating the efforts of volunteers, interns, and members
- Participate in communications efforts of Energy Alabama such as:
  - In coordination with our Executive Director, serve as the “face” of Energy Alabama at events and media opportunities
  - Help manage digital and social media accounts
  - Assist with planning, organizing, and promoting the organization’s special events



- Create and publish engaging digital content for fundraising campaigns and membership recruitment
- Oversee peer-to-peer (P2P) and social media fundraisers
- Utilize social media and digital advertising to solicit donations and recruit new members

### About You:

- At least five years of education and/or experience in fundraising for non-profit organizations, including experience with foundations and individual donors
- Experience with fundraising software (e.g., EveryAction)
- Proficient with social media, Google Suite, Microsoft Office, and other publishing software
- Passion for sustainable energy
- Desire to build strong relationships in the community
- Strong written and verbal communication skills
- Self-starter
- Highly organized and conscientious
- Ability to take initiative and work effectively both independently and as part of a team
- Naturally curious, outgoing, and resourceful

### Compensation and Benefits:

- This is a full-time exempt position for 40 hours per week
- Salary is expected to start around \$60,000 per year, based on qualifications
- \$75 per month phone stipend
- Energy Alabama offers a stipend to defray insurance costs
- Extremely generous vacation policy



## About Us:

Energy Alabama is a non-profit organization accelerating the transition to sustainable energy throughout Alabama. We accomplish our mission by educating at all levels, informing smart energy policy, building the next generation workforce and providing technical assistance to deploy more sustainable energy. We believe in 100% sustainable energy for all.

## Our Work Environment:

We are a passionate, driven, and fun group that is casual and light, but at all times the team is very much focused and committed to working hard in the name of sustainable energy. Energy Alabama is a place for dedicated dreamers who are ready to change the face of our community. Our team knows our work is hard but relishes the challenge and remains upbeat and positive.

Energy Alabama is an equal opportunity employer. We do not discriminate on the basis of race, color, national or ethnic origin, religion, disability, genetic information, age, veteran status, sex, sexual orientation, gender identity or expression, or marital status. Black, Indigenous, and people of color; women; LGBTQ+ people; and members of other historically disenfranchised populations are strongly encouraged to apply.

## To Apply:

To apply for the position, please submit an application (including resume and cover letter) via email to [admin@alcse.org](mailto:admin@alcse.org). We will update you on the status of your application as soon as we can.

The requirements listed in our job descriptions are guidelines, not rules, and if you have most of the qualifications listed, we encourage you to apply! Experience can refer to paid and unpaid work. Applying gives you an opportunity to be considered.

We are happy to answer any questions you might have at [admin@alcse.org](mailto:admin@alcse.org).