



Home  
Performance  
Coalition



## Position Description

<b>Job Title:</b>	Business Development Manager	<b>Reports to:</b>	President & CEO
<b>FLSA Status:</b>	Full-Time, Exempt	<b>Location:</b>	Remote, open to your geographic location within the US

### SUMMARY

The Business Development manager has primary responsibility in three key areas; (i) for key business development strategies and programs undertaken by the Home Performance Coalition (HPC), the Building Performance Institute (BPI) and Efficiency First (EF) including development planning, proposal development, grant writing, and research on increasing our fundraising, (ii) for providing critical analysis, thinking and research to other staff working on critical projects that the organizations have undertaken, while working to advance stakeholder communication, and attend in-state meetings and briefings, and (iii) for writing proposals for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant funded projects.

The candidate also will be responsible and have experience working closely with the core partners noted above on these efforts, as well as providing advice to the Presidents and the Boards on the direction of these efforts. The ideal candidate will have experience working with multiple organizations to enhance proposal projects and programs. This candidate will work closely with the organization's Vice Presidents and the other Directors, and report directly to the President/CEO.

### KEY TASKS AND RESPONSIBILITIES

1. Lead development planning: Determine annual funding priorities with the management team and the Finance committees of the Boards to determine specific funding sources to approach.
2. Conduct development activities: grant writing, responding to RFPs, including government, foundation, corporate, and individual donor campaigns. Write selected proposals, reports and copy for fund raising materials. Analyze metrics to refine efforts as appropriate.
3. Maintain effective calendar and systems of record-keeping for business development activities.
4. Assist in the implementation of the organizations' communications efforts, including those with our core partners. Support the overall development effort through website, social media, special events and print; working closely with the Marketing and Communications staff.
5. Serve as a key contact for the core members, key stakeholders, and coalitions.

6. Work with the management teams and the Strategic Planning committees to support and develop the organizations' Strategic Plan.
7. Work with the finance and project staff for contract and grants administration: prepare reports as needed for foundation grants and others.
8. Attend conferences and events as appropriate for business development activities.
9. Comply with all grant reporting as required by foundation/corporate donors.
10. Provide stewardship to current donors, including work with CEO and Directors to provide regular written updates (newsletters, etc.) to corporate and foundation donors.
11. Understanding of institutional history and programs.
12. Make appointments for CEO, Directors and other key individuals with foundation officers and other prospects, arrange for onsite tours for supporters (foundation officers, foundation trustees).
13. Maintain all records (database and/or paper files), including grant tracking and reporting.
14. Track statistics relevant to development and provide department with written materials necessary for donor stewardship (visitor number and diversity, educational program attendance, etc.).
15. Assist with other fundraising projects as requested.

## **SKILLS AND EXPERIENCE**

- Experience in Business Development in not-for-profit organizations.
- Experience in coalition building and joint funding efforts.
- Experience working with and organizing diverse groups of stakeholders.
- Experience in the residential building environment/industry a plus.
- Experience in the regulatory and rulemaking arena.
- Proposal development and identification of diverse funding sources - a critical skill.
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- High level of comfort adapting to changing needs.
- Excellent interpersonal, and communication skills.
- Ability to work collaboratively with staff and stakeholders.
- Knowledge of Home Performance and Weatherization industry helpful but not required.
- Must be willing to travel to participate in conferences, stakeholder meetings, etc.

## **Qualifications:**

- A BA or BS degree or graduate degree in liberal arts, journalism, communications, political science, or related field.
- Minimum of 4 years' professional experience in development, communications, and strategic planning, preferably for a nonprofit organization or a clean energy organization with additional qualifications such as:
  - o Knowledge of contacts in foundations and other philanthropic organizations.
  - o Knowledge of fundraising information sources.
  - o Knowledge of basic fundraising techniques and strategies.

- o Knowledge and familiarity with research techniques for fundraising prospect research.
- o Knowledge of Home Performance and Weatherization industry helpful but not required.
- Excellent communications skills, both written and verbal.
- Deep experience in multiple aspects of nonprofit development: proposal writing, budget development, research, donor identification and cultivation, and planned giving
- Communications experience a plus, particularly with social media, blogs, websites, print and other media.

Compensation will depend on experience. We offer an excellent benefits package.

Please send resume, writing sample, references and salary history to Gypsy Matlak, at [gmatlak@homeperformance.org](mailto:gmatlak@homeperformance.org).