



RISING SUN ENERGY CENTER

2998 San Pablo Avenue, Berkeley, CA 94702 | www.risingsunenergy.org | Tel: 510.665.1501 | Fax: 510.665.1502

DONOR RELATIONS AND EVENTS ASSOCIATE

Rising Sun seeks a skilled and enthusiastic Development professional to join our growing team. This position reports to the Development and Marketing Director and is an integral part of a highly collaborative team prepared to take Rising Sun to a new level of fundraising success.

The Donor Relations and Events Associate will be dedicated to growing individual and corporate support through various channels including events and appeals. This individual will work to ensure high quality donor relationships, active new donor cultivation, and long-term fundraising success in order to fuel Rising Sun's innovative work promoting income equality and climate resiliency.

A successful Donor Relations and Events Associate...

- Is a highly skilled communicator. You not only have excellent general written and verbal communication skills, but you also are comfortable speaking with different audiences with confidence.
- Thrives in a very fast paced environment with many competing demands. You know how to communicate about your work load and manage expectations while constantly reprioritizing tasks based on current needs.
- Is extremely organized with a serious attention to detail. Tasks do not fall off your radar. You are an accomplished task juggler. You are able to move multiple projects forward at once, keeping work products moving through the approvals process in a highly efficient way. You meet all deadlines and meticulously copy-edit and fact-check.
- Is a creative thinker. You know that there are generally many ways to approach a situation and you're not afraid of sharing new and different ideas.
- Is calm, cool, and collected. You manage stress effectively and, in the face of obstacles and set-backs, you can take a deep breath and forge a new path forward.

The Donor Relations and Events Associate Job is responsible for...

- Managing donor relations including the donor cultivation and stewardship process, ensuring that all Rising Sun supporters and stakeholders receive excellent communication and appreciation and have a high quality experience in every interaction
- Managing all aspects of event planning and implementation of event logistics for the annual Bright Night fundraising event including coordinating vendors, tracking RSVPs, creating timelines and staffing plans, preparing materials, day-of coordination, etc.
- Coordinating the solicitation process for Bright Night sponsorships, ticket sales, and in kind donations and coordination of the Bright Night host committee
- Coordinating the annual appeal campaign including in-depth list development work, coordination with volunteers and staff, production of all pieces for the mailing, coordination

with external mailing house, and development and implementation of all associated email appeals

- Managing data including tracking all gifts, donor information, and Development activities in Salesforce
- Contributing creative ideas to the growth of our development activities

To be considered for this position you must...

- Have at least two years of relevant development experience
- Possess excellent communication skills (written and verbal)
- Have experience managing complex projects
- Be proficient in Microsoft Office Suite (Word, Excel, & PowerPoint, Publisher)
- Possess a passion for Rising Sun's mission

It's a big plus if you...

- Have experience with Salesforce or a similar CRM
- Own a vehicle and have a clean driving record, ability to drive locally as needed

About Rising Sun...

Rising Sun is a premier nonprofit organization working at the intersection of economic equality and climate resilience in the greater California Bay Area since 1994. Our California Youth Energy Services (CYES) program employs local youth to provide free residential energy and water efficiency installation and education services, or Green House Calls, and operates in six Bay Area and Central Valley counties. Our Green Energy Training Services (GETS) program provides pre-apprenticeship training, case management, and job placement to prepare low-income adults who experience barriers to employment for careers in construction, energy efficiency, solar, and the building trades.

About our culture...

We are mission-driven and work hard because we care deeply about what we do. We like working with each other and we like to make work fun. We like to try new things and encourage each other to find unique and unconventional ways to tackle tough problems. We celebrate every birthday, eat a lot of dessert together, and recycle the same birthday candles until they're gone. There's usually at least one dog hanging around the office, and sometimes a staff member's kid or two as well. We want people to grow. We like to promote from within and build each other up, but we also like to bring in new ideas and different perspectives. We're looking forward to meeting you and hearing about how you can contribute to making Rising Sun a great place to work.

You might also be wondering about pay and benefits...

This is an exempt, full-time, salaried position. Salary is commensurate with experience and competitive with other nonprofit organizations. Rising Sun offers a competitive benefits package that includes paid time off, personal, and parental leave, access to a 403b retirement plan, and work-from-home options. Rising Sun covers 100% of employee medical, dental, vision, and life insurance premiums, and covers 50% of the premiums for dependents.

Ready to apply?

Please email your resume, cover letter, and three professional references to Abbey Leonard at leonard@risingsunenergy.org, and include “Donor Relations and Events Associate” in the subject line.

RISING SUN IS AN EQUAL OPPORTUNITY EMPLOYER

Rising Sun is committed to diversity and considers all applicants for all positions without regard to color, ethnic background, religion, sex, gender, sexual orientation, national origin, age, and disability status. EOE/AA/Women and Minorities are encouraged to apply.

For more information about Rising Sun, please visit www.risingsunenergy.org