



# RISING SUN ENERGY CENTER

2998 San Pablo Avenue, Berkeley, CA 94702 | [www.risingsunenergy.org](http://www.risingsunenergy.org) | Tel: 510.665.1501 | Fax: 510.665.1502

## GRANT ASSOCIATE

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

The Grant Associate will be focused on building strong funder relationships with all institutional funders including government, foundation, and corporate entities – researching, cultivating, and stewarding, in addition to managing the grant and report processes – all in close coordination with the Director of Programs and the Director of Development and Marketing. The position is responsible for both renewal and new funding with the goal of growing institutional support for Rising Sun’s innovative work promoting income equality and climate resilience.

### **A successful Grant 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 Grant Associate is responsible for. . .**

- Grants
  - Manage the grants calendar (proposals, LOIs, reports, etc.)
  - Research potential grant funding, regularly conducting thorough searches through such resources as the Foundation Directory, Grants.gov, and others, and staying on top of opportunities as they arise through attention to list serves and mailing lists
  - Strategize, develop, and grow strong relationships with foundation contacts, making initial contact and coordinating meetings and site visits

- Draft high-quality, compelling grant proposals for foundations, government entities, and corporate funders that reflect a solid understanding of our work, allowing ample time for input and revision by directors.
- Manage all components of grant proposals and shepherd them through the drafting, revision, and submission processes
- Provide support on grant management as well as grant reports, drafting, editing, and submitting, as necessary
- Create “boilerplate” language and compelling cases for support that can be utilized in future grant proposals
- Maintaining data
  - Meticulously track all applicable donor information, “touches”, and actions in Salesforce
  - Maintain a robust grant research list, tracking potentially relevant foundations and assessing them with ratings indicating the probability of funding potential
- Funder communications
  - Draft, prepare, and send communications to funders including acknowledgements, notes, invitations, and organizational updates
  - Ensure organizational information is current and compelling on Guidestar and other platforms where institutional funders go for information on prospective grantees
- Contribute creative ideas to the growth of our development activities
- Supporting the development team where needed
- Other duties as assigned

**To be considered for this position you must...**

- Have at least two years of relevant development experience
- Possess excellent communication skills (written and verbal)
- 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
- Have experience writing and managing grants
- 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, 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](mailto:leonard@risingsunenergy.org), and include "Grant 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](http://www.risingsunenergy.org)*