



## We Care Solar Job Announcement Development Manager

We Care Solar is an award-winning U.S. nonprofit organization dedicated to strengthening health care and education in under-resourced countries by improving access to clean reliable electricity. Since 2010, We Care Solar has designed and delivered compact durable solar electric systems to under-resourced health centers and schools, replacing candles and kerosene lanterns with bright, efficient LED lights and power for essential devices.

*Solar for Healthcare:* Our **Light Every Birth** initiative is transforming maternal health care at the national level in select countries in Africa. The **We Care Solar Suitcase** provides health workers with highly efficient medical lighting and power for mobile communication and medical devices. This device is effective in a range of medical and humanitarian settings and has been distributed to 4,000 health facilities worldwide. Our training programs build local capacity in solar installation, operation and maintenance.

*Solar for Education:* Our education program, called **We Share Solar**, empowers students and educators to “Light the World.” Students learn about the global challenge of energy poverty and gain the skills to assemble specialized Solar Suitcases for energy-deficient schools and community centers.

We Care Solar has received international accolades and numerous awards, including the 2019 Zayed Sustainability Award, the 2017 UNFCCC Momentum for Change Award, the 2015 UN DESA Powering the Future We Want Award and the 2013 CNN Top 10 Heroes. Media coverage has included features in The Wall Street Journal, The New York Times, Forbes, PBS Newshour, BBC World News, CNN, ABC and CBS.

As we expand, we are looking for energetic team members who are committed to our mission, work well in a flexible environment, enjoy taking initiative and have a track record of success.

### **DEVELOPMENT MANAGER**

The Development Manager is a full-time position based in our Berkeley office, supporting the executive team, program staff and board.

This Development Manager is responsible for ensuring efficient operations and working within a team to develop and implement effective fundraising strategies to diversify organizational revenue and support program growth. The ideal candidate is a strong writer, critical thinker, team player and self-starter who can work well in a fast-paced, dynamic and entrepreneurial environment with a critical eye for detail and a demonstrated commitment to We Care Solar’s vision, mission and programs.

## RESPONSIBILITIES

- **Fundraising:** cultivate relationships with and secure gifts from existing and prospective donors;
- **Stewardship** of institutional and individual donors;
- **Prospect Research and Analysis:** create a pipeline of family foundations, institutional donors, Donor Advised Funds, individual donors, corporations and award prizes;
- **Grant writing:** Support executive team and program staff in writing concept papers, letters of inquiry, proposals, reports and other materials;
- **Grants management:** ensure grant compliance and reporting in coordination with program directors and finance team; maintain calendar for grant reporting;
- **Operations:** manage internal systems including the Salesforce database, timeline to meet proposal deadlines, and calendar of events and associated travel;
- **Communications:** draft content for e-newsletter, social media posts and donor outreach;
- **Events:** support logistics for events that cultivate relationships with current and prospective donors; and
- Other duties as needed

## EDUCATION AND PROFESSIONAL EXPERIENCE

- At least three to five years of non-profit development/communications experience with increasing levels of responsibility and demonstrated results in prospect research, grant and proposal writing, individual donor cultivation, event planning and donor database management;
- Preferred: international experience working in healthcare and/or education in under-resourced communities;
- Bachelor's degree required; Master's degree in a related field preferred.

## QUALIFICATIONS

- Proven experience in grant writing and editing;
- Digital marketing proficiencies (social media, online communications...etc.);
- Technical proficiency in Microsoft Office Suite and Salesforce (or other CRM software); and
- Excellent organizational skills: able to manage and track timelines while keeping colleagues on task for deadlines;
- Excellent communication and interpersonal skills; Ability to interact and connect with existing and prospective donors/stakeholders utilizing poise, confidence, intellect and humor;
- Ability to work well within a team, collaborating with organizational leadership, staff, and volunteers to achieve results;
- Able to work independently while managing a variety of assignments with focused attention to detail and deadlines.
- Desire to grow professionally within the development field.

## LOCATION

Berkeley, California

## APPLICATION INSTRUCTIONS

Please send a detailed cover letter of interest with related experience, a current resume/CV and a writing sample of no more than three pages to: [hr@wecaresolar.org](mailto:hr@wecaresolar.org).

## FLSA

Exempt Employment

**EQUAL OPPORTUNITY EMPLOYER**

We Care Solar is an equal op employer. All applicant will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identify, national origin, veteran or disability status.