



Fractional Philanthropy Officer support *(This is a contract position with an approx. 3 - 6 month term.)*

ABOUT VOTE SOLAR

Vote Solar's mission is to realize a 100% clean energy future through a solutions-driven, people first approach. Founded in 2002, Vote Solar advances just and equitable clean energy policy in state legislatures and public commissions across the United States. Our expertise comes from a deep understanding of the legislative process, regulatory interventions, and the ability to identify and accelerate solar solutions. We are adept at bridging communities and bringing diverse stakeholders together to forge inclusive coalitions and winning campaigns.

Our goal is to effect real, tangible change. And we have the track-record to prove we can do it: Twenty years in, our work has made it so that one in three people live in a state with a 100% clean energy commitment. We'll not only expand that number, but ensure that more people can participate in holding utilities and decision makers accountable for greater equity and justice in our energy system.

THE WORK

We are seeking fractional support around our Chief Philanthropy Officer function. This person will work with the Executive Director and Chief Programs Officer to ensure continuity of Vote Solar's strategy around fundraising while the organization undergoes a nation-wide search for a full-time staff position. They will also guide a Philanthropy team of five to implement, monitor, and evaluate strategies to achieve our fundraising goals. This includes project management responsibilities for 3 team members, including the Managing Director of Philanthropy, Foundations Officer, and Sr. Philanthropy Operations Manager. This is a contractor role with an anticipated workload of 25 - 35 hours per week for 3-6 months.

RESPONSIBILITIES

The **Interim Chief Philanthropy Officer's** primary responsibilities will include, but are not limited to:

FUNDRAISING LEADERSHIP

- Oversee execution of Vote Solar's overall fundraising strategy, including engaging internal team members, ensuring quality control of fundraising materials and continuity of contact with foundation, individual and corporate donors.
- Coordinate donor meetings for the Executive Director, Chief Programs Officer, and members of the Board who are primary contacts for foundations and major donors
- Conduct follow-up outreach to existing donors to whom an ask has been made
- Oversee the annual calendar of Philanthropy communications activities and drive execution of planned cultivation and year-end solicitation activities for corporate, mid-level and major donors – including oversight of 2 scheduled donor events and ensuring execution of corporate sponsorship benefits.
- Ensure foundation stewardship communications, grant proposals and reports occur in a timely manner, verifying information meets the requirements of funders while also telling a compelling story about our work and accomplishments.
- Drive next steps and strategic follow up with the organization's top foundation, individual, and corporate donors and funding prospects.

- Drive planning and execution of rollout of new organizational Strategic Plan to Vote Solar’s funding community – including developing talking points, individualized pitch strategies for each donor and prospect segment, overseeing development of needed materials, and preparing staff for meetings with all organization’s key donors.
- Coordinate with the Operations team to provide any needed revenue projections
- Assist with drafting updates or reports for the Board of Directors as needed
- Understand and enable advocacy for Vote Solar’s mission

TEAM SUPPORT

- Provide guidance and support three members of the Philanthropy team to track work progress and provide regular feedback on deliverables and project plans:
 - Managing Director of Philanthropy
 - Foundations Officer
 - Philanthropy Operations Manager
- Help enable smooth cross-team collaboration and resources sharing between Philanthropy, Communications, and National Program Teams.
- In collaboration with the Chief Programs Officer and Chief Talent Officer, provide insights into how team are performing
- Contribute to a team environment of trust, collegiality, and collaboration

REQUIREMENTS

WHAT YOU’VE ACCOMPLISHED

- ~10+ years of experience in fundraising, Philanthropy/Development leadership
- Direct management experience and ability to build healthy, productive managerial relationships with their direct reports
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors
- Ability to work independently, without close oversight, while also productively engaging with others at varying levels of seniority within Vote Solar
- Strong organizational and project management skills with exceptional attention to detail
- Advanced experience in Individual Giving/major donor fundraising
- Experience in Salesforce preferred

MINDSETS

- Passion for building new capacity at a growing organization.
- Understanding that how we work (in collaborative, authentic partnership), is just as important as what we work on.

LOCATION

This is remote work within the United States, with a preference for candidates based near a transportation hub. This position may require some national travel (-5%).

COMPENSATION

Contract terms may be fixed fee or hourly (to be discussed). Vote Solar’s budget for this position is \$200 - \$250 per hour based on experience and qualifications.

OUR VALUES

At Vote Solar, we have co-created the following shared Values and work hard to live into them every day:

- Trust - Without Trust, We Can't Succeed
- Authenticity - We Hold True to What and Who We Stand For
- Versatility - We Adapt Our Approach, But Never Our Values
- Compassion - People First, in Every Aspect of Our Work
- Inclusivity - We're Strongest Together

APPLICATION PROCESS

Please send a letter of interest and resume to Irina Cortez at jobs@votesolar.org. Reasonable accommodations will be made so that all qualified applicants may participate in the application process. Please inform us of accommodation requests at the time of application.