

# MEEA Position Announcement

## *Development & Grants Manager*

### Organization Overview

The Midwest Energy Efficiency Alliance (MEEA) is a collaborative network, promoting energy efficiency to optimize energy generation and reduce consumption, create jobs and decrease carbon emissions in all Midwest communities.

At MEEA, we leverage our expertise to be the Midwest's leading resource for our members, allies, policymakers and the broader sector to promote energy efficiency as the essential pathway to achieve a clean, affordable, equitable and sustainable future. MEEA serves as a technical resource, promotes program and policy best practices and highlights emerging technologies, all to maximize energy savings, reduce costs, improve resilience and lower energy burden.

### Position Summary

The Development & Grant Manager is a member of MEEA's Membership & External Relations team and will work across the organization on development proposals and managing grants. This individual will oversee grant tracking, deliverables and reporting, working with team leads. They will also work directly with MEEA's Director team on development proposals and with the marketing team to draft fact sheets, case studies and reports on MEEA's accomplishments.

The ideal candidate for this role will have exceptional organizational skills, extensive experience in budgeting and monitoring grant deliverables, and the ability to manage and lead staff project teams. The Development & Grants Manager will re-enforce relationships with funders, ensuring that grant programs operate efficiently and grant administration is streamlined, assisting in keeping our organization fiscally sound.

### Responsibilities

- Identify new sources of funding and work with team leads on development proposals
- Manage overall grant efforts including tracking deliverables, documenting work and grant reporting
- Optimize grant administration process, tracking hours and progress reports, ensure compliance with grant requirements
- Coordinate grant proposals and manage grant databases
- Support relationships with government agencies and foundations
- Educate staff on fundraising policies and procedures
- Assist in preparing financial reports
- Manage development proposals, grant deliverables and timelines

## Qualifications

The successful candidate will be expected to have the following qualifications:

- B.A. or B.S. in English, public relations, environmental policy or a related field
- Minimum 5 years' experience in grant management and development, working for non-profit organization preferred
- Excellent communication, presentation and writing skills
- Experience tracking budgets and managing grant reporting
- Experience working with multiple funders, including federal agencies, state governments and private foundations
- Proficiency in Microsoft Office suite
- Proven leader able to take initiative on projects and work in a team environment
- History of strong project management experience with success in meeting deadlines and the ability to adapt with shifting priorities
- Ability to travel up to 10% of the time

## Compensation

The Development & Grants Manager position starts at an annual salary of \$70,000. Compensation for selected candidate will be commensurate with experience. MEEA offers a competitive employment benefits package.

## Location

Civic Opera Building, 20 N Wacker Dr., Chicago, IL 60606

## To Apply

Submit cover letter and resume to [jobs@mwalliance.org](mailto:jobs@mwalliance.org) with Subject: "Development & Grant Manager" by **Friday, June 24, 2022**. Candidates who do not submit both items will not be considered. Candidates identified for interviews will be asked to provide three references. No phone calls please.

MEEA is an equal opportunity employer and is committed to a policy of nondiscrimination with regard to race, sex, gender, color, age, religion, creed, class, sexual orientation, national origin and disability.