



**SOLAR ENERGY  
INTERNATIONAL**

Educate.  
Engage.  
Empower.

## **Grants Manager**

*Solar Energy International (SEI) is looking for a creative and persuasive communicator with a commitment to our vision to join us as a Grants Manager.*

*SEI envisions a world powered by renewable energy. SEI is a vision-driven 501(c)3 workforce development organization dedicated to training the global solar energy workforce at a pace that addresses climate change today. Founded in 1991, SEI has trained more than 76,000 people from around the world. As an organization, we are passionate about solar energy and committed to offering the highest quality, unbiased solar energy training.*

**Position Description:** Reporting to and in partnership with the Development Director, the Grants Manager will be primarily responsible for identifying and securing grant funding.

Key to success in this role is developing and writing grant proposals persuasively, communicating Solar Energy International's vision and mission to well-matched funders, and stewarding related plans, records, and communications. A passion for renewable energy education is a must!

This staff position is based remotely or from our headquarters in Paonia, Colorado starting at 24 hours/week.

### **Responsibilities**

#### ***Grant Writing***

Submit approximately 50 letters of inquiry and grant applications to well-matched funders each year. *In 2019, SEI submitted 52 letters of inquiry and grant applications.*

- Draft letters of inquiry and grant applications
- Conduct research on prospects or information to include in narratives
- Draft, or support drafting of, budgets for applications
- Create and/or revise attachments to supplement applications
- Review application content
- Complete grant reports

#### ***Project Management***

- Research and identify grant opportunities that align with SEI's vision, mission and strategic plan
- Develop and execute Solar Energy International's annual grants plan
- Conduct discovery calls with potential funding partners and act as SEI Liaison throughout grant application process
- Lead and coordinate weekly grant status meetings with development team and executive director
- Lead and coordinate kick-off calls with designated project team for new grant



## opportunities

- Establish communications protocols and status updates for the project team
- Create timeline/work plan to identify key milestones
- Identify risks and information gaps associated with grant opportunities
- Manage databases for all grant opportunities, funding entities, and related contacts, including maintaining funder records and running grant-related reports
- Create and maintain record of annual grants funds received

## *Special Projects*

- Develop and distribute SEI Annual Report in partnership with SEI's Marketing team
- Update and maintain online fundraising platforms including GuideStar, Giving First, 1% for the Planet, and Amazon Smiles
- Update and maintain SEI's website

## Key Competencies

- Exceptional writing, grammar, and proofreading skills
- Exceptional attention to detail and ability to follow simple and complex written directions
- Ability to tailor writing tone and content to audience
- Ability to write persuasively and creatively capture highly technical information
- Ability to track and maintain accurate information related to funding portfolio
- Ability to conceptualize multi-step processes, effectively coordinate with co-workers as necessary, and independently pursue projects to completion

## Qualifications

- Bachelor's Degree required
- **Exceptional writer and storyteller** – asks questions and listens carefully to capture the details and find the connections that others will care about, and then uses their well-honed writing skills to document these stories. This is a person who is curious about the “why” and the impact, who wants to understand all the aspects that contributed to success, who can find the stories that need to be told
- **Organizational whiz** – this person LOVES handling details and multiple projects running in parallel, methodically working through checklists (and creating them as well). This is the kind of person who might color-code their calendar or create a spreadsheet to plan a trip.
- **Feels a real sense of ownership to get things done as a partner to the team** – this person sees it as their responsibility to help others be effective, using creative ideas, finding joy in routine tasks, and staying focused on the goal.

## Compensation and Benefits

The hiring rate for this role starts at \$20/hour, commensurate with experience. Solar Energy International offers a benefits package including generous paid time off (PTO), 10



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paid holidays, a health insurance stipend, Simple IRA with employer matching, professional development, and a flexible work schedule to accommodate work life balance. Solar Energy International is an equal opportunity employer.

**To apply:**

Email a cover letter, resume, writing sample, and references to [jobs@solarenergy.org](mailto:jobs@solarenergy.org) by April 17, 2020.