



**Position: Marketing and Development Coordinator**

**Contact:** [Debra@waukeshacountygreenteam.org](mailto:Debra@waukeshacountygreenteam.org)

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**About Waukesha County Green Team**

Waukesha County Green Team (WCGT) is a nonprofit 501(c)3 volunteer based organization that promotes environmental sustainability in Waukesha County communities through education, collaboration, and local action.

Our activities include hosting educational and networking forums, cultivation and support of interest groups around specific environmental issues; working with local municipalities and municipal community groups to further sustainable development across the County; co-sponsoring Solar Group Buy programs for reduced cost solar installations; providing networking, education, and resources to faith based organizations, and hosting community wide events with 100 to 1000 attendees. Our work is based on building a strong network of collaboration across Waukesha County, the Greater Milwaukee Area, and statewide.

We are seeking an individual to help grow our organization by expanding our corporate sponsorships, grant funding and marketing strategies. This position will work in close collaboration with the WCGT Board and Outreach Coordinator.

**Job Description**

**Title:** Marketing and Development Coordinator

**Part-time:** 20 to 25 hours per week

**Reports to:** Board President

**Pay Range:** \$19 - \$23 per hour

**Summary**

We are seeking an individual to support the expansion of our corporate sponsorships, grant funding and marketing strategies. This position will work in close collaboration with the WCGT Board and Outreach Coordinator and will support and promote the Waukesha County Green Team mission and objectives through program promotion, community development, and corporate fundraising and events.

**Responsibilities**

1. Develop and execute a balanced portfolio of funding sources to meet the organization's budget of \$80-\$100k on an annual basis
  - Develop a successful grant funding program
    - Research and locate feasible grant opportunities
    - Formulate and write proposals for grant funding opportunities
    - Write grant funding reports and submit to funders at the close of the grant period

- Develop and maintain written grant writing materials
  - Develop and maintain an individual donor database by building community relationships including acknowledgement and recognition of donations received
  - Grow the organization's corporate sponsorship program for annual and event-based funding that meets the financial goals of the corporation
  - Develop and coordinate community fundraising events
2. Coordinate promotion for programming and events through website posts, direct mail, social media, other digital communications.
    - Design graphics and implement marketing campaigns that promote WCGT programs and events to the community and toward specific target markets.
    - Coordinate with WCGT community groups and Outreach Coordinator to deliver promotion
  3. Foster community partnerships that lead to program collaboration with like-missioned organizations, businesses, and municipalities
  4. Other duties as assigned

### **Skills and Qualifications:**

- Previous experience in sales, digital marketing, or communications
- Successful experience in grant or proposal writing
- Strong communication and follow-up skills
- Ability to work as a contributing member on team projects
- Ability to autonomously complete assigned tasks with proper input
- Ability to represent WCGT to the Waukesha residential, municipal, and business communities
- Enthusiasm for educating the public on issues of sustainability
- Commitment to the mission and values of the Waukesha County Green Team
- Knowledge of Google Suite, WIX, GiveButter, MailChimp, Zoom, and Canva or experience with similar tools

### **Location of Duties:** Waukesha County, WI. (Hybrid)

Waukesha County Green Team is a virtual volunteer-based organization. This position will work out of their own home and will attend meetings and work at events at various locations in and around Waukesha County using their own means of transportation. The majority of team meetings will take place via Zoom video conferencing. A personal computer will be provided by WCGT. Cell phone and internet connection will be provided by the employee.

### **Non-discrimination**

Waukesha County Green Team is an equal opportunity employer that values diversity. All employment is decided on the basis of qualifications, merit, and business need.

Send resume and inquiries to Debra Schneider at  
[Debra@WaukeshaCountyGreenTeam.org](mailto:Debra@WaukeshaCountyGreenTeam.org)