

## Assistant Director Job Description

Virginia Interfaith Power & Light (VAIPL) seeks an energetic, creative, and mature candidate to fill the **Assistant Director** position. The Assistant Director will work directly with the Executive Director (ED) and will be responsible for performing high-level administrative and managerial duties. The ideal candidate is highly self-motivated, highly flexible, professional, and capable of managing their workload and prioritizing tasks in a non-profit environment.

VAIPL envisions overcoming the climate crisis, eradicating environmental and social injustices, and living in a just, thriving, and equitable world. A nonpartisan organization, VAIPL collaborates with people of faith and conscience to grow healthy communities by advancing climate and environmental justice. The VAIPL office is located in Richmond, VA, but our campaigns and outreach encompass the state of Virginia.

The Assistant Director will work alongside the ED to ensure the organization's efficiency. The ideal candidate will have a foundational understanding of social justice, working with diverse faith communities, and the importance of the lived experiences of those directly affected by environmental and social injustice. This position will primarily work out of the Richmond office and is not a remote work-at-home job. **Applicants must be willing to work frequent weekends and evenings and travel overnight routinely.**

The Assistant Director will work with the ED in fulfilling the following:

- Support ED to fulfill the organizational vision, mission, and faith communities
  - Assist with visioning and revisioning organizational priorities
  - Engage faith and community leaders on behalf of the organization
  - Represent the organization with media, legislative, grassroots, and grassroots leaders
  - Help plan higher-level logistics for meetings, workshops, events, outreach, and media releases
  - Participate in shaping campaigns, projects, and public policy proposals
- Support ED with Fundraising and Donor Development
  - Assist with research and writing grant proposals and donors
  - Organize fundraising, appeal mailings, and digital campaigns
  - Research sustainable funding streams and cultivate relationships with large donors
  - Develop and execute the organization's fundraising plans
- Support the ED with Advocacy:
  - Advance VAIPL's mission and vision by engaging with decision-makers—including state and federal legislators, the governor's administration, state regulators, and local officials
  - Develop appropriate messages and materials for making the case to decision-makers
  - Schedule and host meetings with state and federal legislators
- Assist ED with Operations, Press Outreach, and Administration, including staff recruitment, management, and development:
  - Assist ED with human resources and staff oversight, development, and evaluation
  - Offer feedback and conduct regular check-ins with employees
  - Assist with scheduling VAIPL media events, press releases, editorial board meetings, and other outreach to build the organization's name recognition and educate the public about our work.

- o Work closely with the communications team to ensure that they promote VA IPL's branding and voice to reach diverse audiences.

#### **Skills and Qualifications:**

- Grassroots organizing and mobilization (Required)
- Lived experience or demonstrated commitment to social justice and equity (Required)
- Knowledge and deep appreciation of climate and environmental issues (Required)
- Leadership or direct experience working with diverse faith-based communities or communities of conscience (Required)
- Excellent and versatile verbal, digital, and written communication (Required)
- Public speaking, teaching, or training experience (Required)
- Strong organizational skills and the ability to multitask (Required)
- Time management and ability to meet deadlines (Required)
- Leadership, collaborative problem-solving, highly flexible (Required)
- Proactive and self-motivated (Required)
- Proficiency with the Google platform and workspace and Adobe Acrobat (Preferred)
- Proficient with the use of nonprofit databases, Canva, accounting databases, and websites to improve the efficiency of VA IPL (Preferred)
- Event planning (Preferred)
- Fundraising and grant writing (Preferred)

#### **EDUCATION/CERTIFICATION REQUIREMENTS**

- Five or more years of nonprofit management and leadership experience (Required)
- Bachelor's degree in environmental studies or related field (Preferred)
- A valid driver's license and current automobile insurance or proof of reliable transportation is required (Required)

#### **LIMITATIONS AND DISCLAIMER**

The above job description describes the general nature and level of work expected and is not an exhaustive list of all responsibilities, duties, and skills required. The team member may be required to perform duties outside of their everyday responsibilities from time to time, as needed.

#### **COMPENSATION AND BENEFITS**

The target starting salary for this position is \$60k - \$70k per year, depending on experience. The position is full-time and dependent on continued grant funding. Benefits include health insurance, dental, vacation, paid holidays, paid sick days, and retirement contributions after six months.

#### **HIRING STATEMENT**

Virginia Interfaith Power & Light is committed to attracting, developing, and retaining exceptional people and to create a work environment that is dynamic, rewarding, and enables each of us to realize our potential. VA IPL's work environment is open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by federal or state law.