



Job Postings

Operations Manager and Fundraiser

The **Reclaim Our Power: Utility Justice Campaign** is taking on California's failing private utility model and calling for a restructuring of the state's energy system to meet the needs of our most impacted communities—towards the vision of a new decentralized, democratized energy system in California.

In the time since our 2019 launch, we have grown from an incubation project of the Local Clean Energy Alliance to a now-independent organization. We are currently in search of both an Operations Manager (20 hours/week) and a Fundraiser (10 hours/week). *These can be either two separate part-time positions, or a single full-time position (30 hours/week) depending on relevant skills, time, and interest of applicants.* Pay ranges from \$30-\$50/hour depending on experience. The full-time position that combines both roles qualifies for full employee benefits. It is based in Oakland, though much of the work is remote.

Operations Manager

The Campaign seeks a motivated, experienced, and skilled candidate who is passionate about economic, environmental, and social justice, to oversee the Campaign's operations, including administration, finances, human resources, technology, and development. The position will combine day to day administrative work such as bookkeeping, negotiating and signing contracts, managing payroll and onboarding new hires, and interfacing with our fiscal sponsor, with more long term visioning work such as designing and implementing durable infrastructure for the campaign.

Primary Job Responsibilities:

- Administration: new employee hiring process, draft job descriptions, interview applicants, negotiate terms, and onboarding; develop administrative systems around record keeping, salary reviews, employee supervision, and strategic growth
- Finance: manage the budget, review financial statements, manage bookkeeping, write checks, sign timesheets, send invoices, track expenses
- Human Resources: interface with our fiscal sponsor, especially around employee benefits, new hires, and annual reporting; handle internal HR issues including drafting an employee handbook, fleshing out company policies, and developing systems of reporting and accountability
- Technology: email administration, website maintenance, file and database systems development and management



Fundraiser

The Campaign also seeks a motivated, experienced, and skilled Fundraiser who is passionate about economic, environmental, and social justice, to secure the financial support needed to maintain and grow the capacity of the Campaign to carry out its ambitious goals. While the Campaign has [established itself on California's energy landscape](#), significant stable funding is needed to grow the staff and the Campaign's power to shape energy policy in the state. The Fundraiser will cultivate the current funding base of the campaign while reaching out to new foundations, individuals, and energy and social justice institutions to expand the Campaign's financial base.

Primary Job Responsibilities:

- Cultivate, maintain, and expand the network of Campaign funders by building strong relationships with existing funders and reaching out to individuals, foundations, and institutions as prospective funders
- Promote awareness of the Campaign's goals and accomplishments; convey the Campaign's mission, vision, and initiatives to potential donors
- Create fundraising and promotional materials such as Campaign highlights, videos, brochures, funding proposals, and write grant applications
- Collaborate with other organizations and groups to enhance fundraising activities
- Maintain records of funders, prospective funders, and fundraising activity, and report regularly to Campaign staff and leadership team on fundraising status

Qualifications:

- A passion for social justice, climate justice and the utility justice mission of the Reclaim Our Power Campaign
- Demonstrated experience in managing fundraising for a non-profit
- Highly organized; able to multitask and manage many details at once, while meeting deadlines and maintaining a vision for growing and improving internal systems
- Good written and verbal communication skills
- Experience in a collective work environment
- Available up to 20 hours/week for Operations Manager position, 10 hours/week for Fundraiser position, or 30 hours/week for combined position for a minimum of 1 year, with a 3 month introductory period; preferred start by January 1, 2023 or earlier
- Must be located in the Bay Area (flexible for exceptional candidates if they are able to attend periodic meetings in the Bay)

How to Apply:

Please send a cover letter explaining your interest in the position and your availability, along with a resume, to ROPiring@gmail.com with subject line "Applying for ROP position." Deadline is January 31, 2023 or until filled. Black, Indigenous, people of color, women, LGBTQ, and people with disabilities are strongly encouraged to apply. Thanks for your interest!