



Job Announcement
Outreach Coordinator &
Grant Writer
AERO (Alternative Energy Resources Organization)
September 2018

About AERO

AERO is a grassroots nonprofit organization whose mission is to empower communities to nurture and promote a more sustainable Montana. Our members have diverse backgrounds: they are agricultural producers, concerned residents, and dedicated activists; they are students, teachers, parents, retirees, food growers, craftspeople, and energy consumers. We envision a future Montana powered with clean and efficient energy, fed with local and sustainable agriculture, and empowered with resilient communities. Our work centers on achieving this vision. Organized in 1974, AERO has a long legacy of helping communities and individuals become agents for change through initiatives that build knowledge and skills. We enhance successes through group collaboration and resource sharing, and foster a culture of community engagement and collective action. AERO is Montana's hub for sustainable communities: inspiring, connecting, and building capacity.

Summary of the Position

This is a one year position, with the potential to extend, pending six month and annual review. The position is part-time, non-exempt, with opportunities for increased hours and leadership for the right candidate. Duties are split between these two vital roles, with an overall weekly hourly commitment of 20 - 30 hours per week. There is fluctuation throughout the year affecting how many hours are spent fulfilling each role, but generally, the responsibilities of the Grant Writer position require approximately 25% of total time, with the remaining 75% allotted for Outreach Coordinator responsibilities. The position is located in AERO's office in Helena, with remote work possibilities, and reports to the AERO Executive Director. Occasional evening / weekend work is expected, primarily at our EXPO and Annual Meeting, as well as for a few other events throughout the year.

The Outreach Coordinator is responsible for the development, management, and maintenance of all print and digital communication for members, supporters, partners, and the public. The Outreach Coordinator sets and guides the overall strategy for all communications, website, and public relations messaging to consistently and effectively articulate AERO's mission. They serve as an ambassador of the mission, developing AERO's outreach and engagement work with all audiences. The Outreach Coordinator contributes their considerable creative talents to crafting and delivering AERO's stories to the public.

The Grant Writer, with direction from the Executive Director (and indirectly with program staff and board members), is responsible for researching grant opportunities, developing grant proposals, and preparing grant reports. They familiarize themselves with AERO's programs, goals, and financial needs to inform the research and writing processes. The Grant Writer regularly creates, reviews, and revises general AERO grant language, ensuring consistency in messaging and accuracy as it relates to AERO's mission and current strategic plan. The Grant Writer is generally the initial contact between potential granting agencies and AERO, and maintains strong professional relationships with current and possible grant funders.



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Qualifications

Required Skills and Abilities:

- Proven ability to develop, coordinate, and execute an integrated communications plan with an overall narrative, framing for maximum impact and effective message delivery through multiple media channels
- Three years of relevant work experience, including work in an office environment
- Demonstrated excellent written and oral communication skills
- Proficiency in Microsoft Office Suite, Adobe Suite, database management, and social media platforms
- Demonstrated ability to build and maintain relationships with a broad range of people
- Experience communicating publicly on behalf of an organization
- Marketing experience, to include development of pamphlets, posters, and online images
- Willingness and ability to travel
- Proven grant writing success (or willingness to be trained)

Desired Skills and Abilities

- Experience using innovative methods to promote organizations through visual and content storytelling and digital content management
- Ability to coach and support members, board, and staff as effective spokespersons
- 4 year degree in communications or non-profit related field
- Experience interacting with the media
- Experience coordinating video production
- Informed about current issues in agriculture, energy, and community resilience fields, and familiar with credible sources of that information

This is an interim position. AERO continues to grow and evolve, and we want to do so in a healthy way. This winter, we're undergoing a review of organizational structure for the most effective configuration of staff roles, responsibilities, and titles. The desired candidate will bring a zest for outreach and organization, communications and nonprofit management skills that will see AERO into the future, and flexibility to see how these tasks, the organization, and what the right person brings might become in 2019.

Compensation

\$16.00 - \$17.50 / hour DOE

Health and Benefits package

Generous holiday and paid vacation schedules

To Apply

Please send resume, along with a cover letter and writing sample to jbattles@aeromt.org by September 21st, 2018