Job Announcement
Nonprofit Leadership Fellow
Marketing, Communications, & Development
SEI - San Rafael, CA

OVERVIEW
SEI is seeking a Nonprofit Leadership Fellow to support aspects of our Marketing Communications and Development departments. This full-time 12-month position will be based out of our San Rafael office and requires flexibility for occasional evening and weekend work. Typical working hours are Monday-Friday, 8:30 to 5:00 p.m. Applications will be considered on a rolling basis. Target start date is as soon as possible.

IMPACT
In this position, you will play an integral role across our organization, working closely with the Marketing Communications and Development teams, as well as other staff and leadership. You will support driving awareness of the SEI mission to build sustainability leadership, and you will support fundraising efforts to raise critical funds that support our mission. By applying your creativity and passion at SEI, our leading-edge education and workforce models will be more accessible, fundable, further reaching, and impactful.

COMPENSATION & BENEFITS
This position offers an hourly rate of $23.00 per hour, medical benefits fully paid by the company, paid vacation, sick, and holiday time. Beyond monetary compensation, this fellowship affords the candidate significant technical skill and nonprofit leadership skills development, fieldwork, and networking opportunities, including hands-on experience in Marketing Communications and Fundraising for innovative Green Workforce and K-12 and college/university Sustainability Education and conservation projects, program-specific communications tasks, along with other climate/sustainable energy projects as candidate interests and schedule permit.

DIVERSITY, EQUITY, & INCLUSION
We seek candidates that share SEI’s commitment to equity and environmental justice, who share a commitment to work and learn within an anti-oppression framework. Persons of color, persons with disabilities, and members of the LGBTQ+ community are strongly encouraged to apply. SEI is proud to be an equal opportunity employer and is committed to promoting diversity, inclusion, and equity. We believe that a wide array of perspectives contribute to creative climate solutions where all communities thrive. We strive to reflect diverse communities, especially those most impacted by climate change and other kinds of environmental, social, and economic injustices.

POSITION RESPONSIBILITIES
- Take a lead role in posting original content to SEI social media accounts
- Take a lead role in producing the SEI newsletter
- Assist in developing marketing communication deliverables, including ebooks, blog stories, web content, social media content, and more
- Assist Development efforts cross-programmatically through grant writing support and foundation, partner, and grant research and tracking
- Assist in helping plan for and implement new and innovative programs that expand our team’s collective body of work and measurable impact

BASIC QUALIFICATIONS
- Bachelor’s degree in environmental studies, business, marketing, or related field
- Access to reliable transportation for work-related commitments
- Genuine commitment to anti-racism and willingness to work in racial equity frameworks and experience in addressing racism and racial equity with team members and programmatically.
- Superior written and verbal communications skills; written communications should include a sharp eye for editorial detail and effective storytelling.
- Experience developing marketing content for web, social media, blogs, and other channels
- Digital media savvy; experience planning and producing marketing and communications content and activities such as social media, web pages, and webinars
- Video editing and creation; experience creating and editing simple videos
- Digital marketing savvy; experience with social media, web content and web analytics, webinars, Google ads, and paid advertising
- Commitment to regular (one day per month on average) professional development
- Successful time management and task prioritization; ability to juggle overlapping deadlines
- Excellent project management and work organization skills; detail-oriented multitasker
- Ability to work under direct supervision, collaboratively in teams/ partners, or independently

PREFERRED QUALIFICATIONS
- Master’s degree in environmental studies, business, marketing, or related field
- Experience in Sustainability Education and Workforce programs focused Marketing, Communications and, Development
- Experience with grant writing and related research
- Previous fundraising and development experience
- Fluency in reading, writing, and conversational Spanish

PHYSICAL REQUIREMENTS
SEI requires all employees be vaccinated for COVID with exceptions for health & religious reasons. COVID booster shot is also highly recommended for this role. This position requires applicants to perform the following tasks: Read/comprehend, write, perform calculations, communicate orally, reason and analyze, use fine finger movements, use a computer and mouse, sit, stand, walk, drive a motorized vehicle, carry and/or lift up to 40 pounds, reach above shoulder level, bend, squat, crouch, kneel, push/pull, grasp.

HOW TO APPLY
Visit our Careers Page and fill out the application form, selecting the role you are applying for and uploading both a resume and cover letter describing how your interest, qualifications, and experience are a perfect match for this position. Target start date is as soon as possible. Applications will be considered on a rolling basis. No phone calls please.

ABOUT SEI
SEI is a teams-based, non-profit organization based in San Rafael in the Bay Area, CA, with offices in San Diego, Los Angeles, Sacramento, Seattle, Sitka (Alaska), and the greater New York area, dedicated to building leaders to drive sustainability solutions. For over 24 years, SEI has partnered with schools, communities, and businesses to develop a sustainability leadership pathway from elementary school to early career. Our flagship programs educate and empower students, workers, and emerging professionals to create thriving, resilient communities.