



# NUCLEAR INFORMATION AND RESOURCE SERVICE

6930 Carroll Avenue, Suite 340, Takoma Park, MD 20912

301-270-NIRS (301-270-6477); Fax: 301-270-4291

[nirsnet@nirs.org](mailto:nirsnet@nirs.org); [www.nirs.org](http://www.nirs.org)

## JOB ANNOUNCEMENT ASSOCIATE DIRECTOR

Nuclear Information and Resource Service (NIRS) is seeking an Associate Director. NIRS is a small, extremely active non-profit international information and networking clearinghouse for the grassroots environmental movement building a nuclear-free, carbon-free energy future. The Associate Director will work closely with the Executive Director to support daily operations that include initiating and running organizing/public outreach campaigns, membership building, management, and fundraising.

The Associate Director will work closely with the Executive Director and staff to build the long term vision for the organization, and establish and expand relationships with members and donors. The Associate Director will become, upon training and excellent performance, primarily responsible for overseeing the day to day operations of NIRS, demonstrating leadership and making a measurable impact by successfully implementing and monitoring current and new programs.

### QUALIFICATIONS

- Track record of successful relationships with large and small donors, and foundations
- Successful proposal writing experience and experience in conducting fundraising campaigns
- Organizing/campaign experience on nuclear power, energy, environmental or similar issues
- Excellent oral and written communications skills
- Strong personnel and financial management skills
- Experience with public speaking, including presentation and media interviews
- Ability to work in a team and handle multiple tasks in an organized and timely manner
- Basic knowledge of social media/web use/organizing. Working knowledge of Word, Excel, and other basic computer applications. Dreamweaver/html/other internet applications a plus.
- Legislative/Lobbying experience a plus
- Knowledge of nuclear power a plus

### RESPONSIBILITIES

#### **Operational and Program Management**

- Develop and monitor program budgets

- Manage all aspects of assigned programs and oversee day-to-day operations
- Availability to attend periodic evening and weekend meetings and events

### **Fundraising**

- Secure new funds from diverse sources, including individuals and private foundations.
- Cultivate and maintain relationships with donors and funders, including individuals and private foundations.
- Oversee development functions including grant writing and proposal follow-ups
- Board campaigns, donor cultivation and social media
- Prepare and present reports to Board, donors and community stakeholders

### **Community engagement and education**

- Take leadership to expand and deepen NIRS partnerships with organizations and institutions
- Engage stakeholders in advocacy to advance NIRS's mission. Cultivate, engage and support stakeholders, particularly board members, in fund development cycle
- Prepare reports to board and funders, as well as community stakeholders on the organization's programs and campaigns
- Develop, oversee and implement marketing plans to engage and educate the public. Publicize the organization through a variety of mediums, including web, e-news, social media, and the press

### **Board Relations**

- Cultivate and engage Board members as volunteers and fundraising leaders
- Provide staff support to board members in carrying out their roles and preparing for meetings

### **SALARY/BENEFITS**

Starting salary is in the \$50-55k range. NIRS provides longevity raises and strives to provide annual increases. NIRS provides three weeks paid vacation; in addition, the office normally is closed between Christmas and New Year's. NIRS pays 100% of health insurance premiums. This position is based in our Takoma Park, Maryland office. The office atmosphere is casual and congenial.

The process will remain open until the position is filled; estimated starting date is September 2013, but that is flexible. Please mail, fax, or e-mail a resume and brief writing sample to the attention of Michael Mariotte, NIRS, 6930 Carroll Avenue #340, Takoma Park, MD 20912, [nirsnet@nirs.org](mailto:nirsnet@nirs.org); fax: 301-270-4291.

NIRS strongly encourages people of color to apply.