Earth Ministry/Washington Interfaith Power & Light (WAIPL) is seeking a Development and Communications Manager who will embody relational, innovative, community-centered, and collaborative leadership to tell our story and mobilize sustainable resources to support our collective commitment to the well-being of our communities and the environment. The position entails a combination of strategic thinking and detail-oriented follow-through to broaden and strengthen existing relationships among Earth Ministry/WAIPL stakeholders and maximize potential for expansion of active donors.

The organization is experiencing an exciting time of growth rooted in our stated values of justice, equity, diversity, and inclusion. We welcome a Development and Communications Manager who will bring their lived experience to partner with the Earth Ministry/WAIPL staff and community to move toward our shared vision of a just and sustainable future for all.

### About Earth Ministry/Washington Interfaith Power & Light (WAIPL)

Earth Ministry/WAIPL works within the unceded territories of Northwest Native nations across Washington State. Our office is on the traditional land of the first people of Seattle, the Duwamish People past and present. We are committed to land acknowledgement as one way to counter erasure of Indigenous histories as well as to honor Native Nations and the land itself.

Earth Ministry/WAIPL envisions a just and sustainable future in which people of all spiritual traditions fully embrace their faith’s call to environmental stewardship. We organize people of faith to advocate for strong environmental policies and provide strategic guidance to religious communities working toward environmental justice. As a multifaith organization, Earth Ministry/WAIPL is part of the national Interfaith Power & Light network active in nearly 40 states around the country.

For 30 years, Earth Ministry/WAIPL has been a national leader in engaging the faith community in environmental stewardship and advocacy. Our Greening Congregations program was the first in the country to help houses of worship implement sustainable practices, and our Colleague Connections program brings together passionate activists to collaborate on actions and events. Earth Ministry/WAIPL’s Faithful Advocacy program continues to be on the cutting edge of empowering clergy and lay leaders to speak out on public policy issues and successfully enact systemic change.

Earth Ministry/WAIPL recognizes that environmental, racial, and social justice are deeply intertwined and that the faith-based movement is strongest when all people are able to bring their unique strengths and diverse experiences to the table. We work in coalition with religious, tribal, environmental, communities of color, labor, business, and health partners and understand the intersectionality of our shared efforts. Our campaigns follow the leadership of frontline communities and we also encourage historically white congregations to exercise their
privilege responsibly. Together, we strive to co-create “the beloved community” as described by Rev. Dr. Martin Luther King, Jr.

**Hiring Statement**
Earth Ministry/Washington Interfaith Power & Light is committed to becoming a fully multifaith organization that actively integrates anti-racism principles of justice, equity, diversity, and inclusion. We believe that relationships must be centered in justice and equity within the human family, as well as reciprocity and mutuality with all of the natural world. We must strive together toward this sacred goal.

Earth Ministry/WAIPL forges authentic relationships, fosters vibrant communities, and strives to be welcoming of all. We respect theological and cultural diversity and are inclusive of people of any religion, age, race, gender identity, sexual orientation, ability, and socio-economic background. We are approaching this hiring process through the lens of our Justice, Equity, Diversity, and Inclusion Statement and its accompanying commitments. We seek to screen-in applicants, rather than screen out, for this position and encourage application from all interested candidates.

**Position Summary:** The Development and Communications Manager will be our lead story-teller, working with our small staff, board, volunteers, and community partners to transform faith into action for the well-being of our communities and the environment that intentionally includes a multifaith and anti-racist lens. This person will be responsible for crafting the overall strategy to help Earth Ministry/WAIPL implement sustainable development and communication plans in collaboration with the Executive Director, including plans to develop a stronger individual donor base. This person will help Earth Ministry/WAIPL communicate more effectively our stories and impact as a change agent working for environmental justice across Washington State. A central component of this role is to work alongside Earth Ministry/WAIPL's growing staff to engage community members, congregations, and partner organizations in the collective work of environmental justice.

This position is a flexible full-time (40 hrs/week) staff position that includes some evenings and weekends.

**Position Benefits:** This position is full-time, 40hr/week with a current salary range of $55,000-$60,000/year. Additional benefits include full coverage health insurance and a non-matching 403b retirement plan available. We provide generous time off: 10 paid holidays, generous vacation and sick leave. Additionally, Earth Ministry/WAIPL offices are closed from December 26 through January 1, which is paid time off for all staff and interns.

**Position Location:** Must live within Washington State or being willing to relocate. Currently staff work on a hybrid model, which looks like meeting in-person once a week at our Seattle office. The remaining days staff work remotely.

**Position Duties and Responsibilities:**

**Strategic Planning**
- Develop and implement annual, strategy-driven development and communication plans that tell the stories of Earth Ministry/WAIPL’s collective work and impact and are grounded in the organizational mission, vision, and strategic plan. These plans will be done in collaboration with the Executive Director.
- Collaborate in communications and development-related aspects of Earth Ministry/WAIPL programming and events.
- Maintain a communications and development calendar that reflects the needs and seasonality of Earth Ministry/WAIPL’s work.
• Maintain a flexible disposition to assist, when mutually agreed, with short-term relational and/or research projects with a communication and development lens.

Development
• Oversee individual donor participation including using the lens of resource mobilizing. Plan a sustainable cycle of cultivation, relationship building, and meaningful requests for support; build relationships with individual community leaders in organizing networks; partner with staff and board to write appeal letters and implement campaigns collaboratively; work with the Executive Director to meet with leaders/donors for cultivation & solicitation.
• Maintain up-to-date data related to development; ensure timely donor acknowledgements; maintain a strong data archive.
• Facilitate over the board’s Development Committee and in collaboration with the Executive Director nurture board engagement for fundraising and individual donors goals.
• Implement organizational fundraisers and other minor development events throughout the year: recruit and orient volunteers, secure and communicate with vendors, coordinate venue logistics, manage registration, solicit donations, manage staff team.

Communications
• Develop and implement a communication strategy for a small staff, board, and volunteers that help EM/WAIPL communities receive vital programmatic and organizational information through informative, supportive, and engaging communications.
• Produce and coordinate written and multi-media content to help connect with faith communities, coalition partners, donors, stakeholders, volunteers and the public, raising awareness of Earth Ministry/WAIPL’s important work.
• Maintain, evaluate, and update, Earth Ministry/WAIPL’s communication platforms including WordPress website, social media accounts, and EveryAction database. Ensure their alignment with the implemented communication plan.
• Oversee the primary Earth Ministry/WAIPL phone number and route/respond to general emails.

Qualifications
We invite all interested candidates and especially welcome candidates under-represented in the environmental movement who are willing to learn and grow with the organization. Earth Ministry/WAIPL is seeking a leader who has:

• 2+ years of experience in communications or development related leadership experience.
• Experience developing, implementing, and managing sustainable development strategies.
• Excellent technology, data/donor management skills and demonstrated ability to maintain confidentiality.
• Ability to sustain and improve systems and processes; ability to communicate through various formats as well as strong listening skills.
• History of working collaboratively to complete projects.
• Ability to build and maintain strong relationships; ability to partner with people across the geographical, theological, and political spectrum in Washington State and build shared purpose toward common action among diverse populations.
• Demonstrate a commitment to undoing institutional and systemic racism and other forms of oppression.
• Demonstrate a commitment to working with a team as well as working independently; ability to navigate conflict constructively.
• Articulate a values-based approach to environmental justice and sacred Earth stewardship.
How to apply: Send a cover letter and resume to Executive Director Rev. AC Churchill (they/them) at ac@earthministry.org. Please put “Development and Communications Manager Application” in the subject line. In your cover letter, please speak to how your lived experience resonates with the above qualifications and share why you would like to work with Earth Ministry/WAIPL. All applicants will receive an email acknowledgement. No phone calls please.

This process seeks to be as transparent as possible. The position will remain open until filled. We anticipate 1-2 rounds of interviews for the final candidates. For each round of interviews, candidates will receive interview questions to prepare. References will be requested for finalists.