



Business Development Coordinator

Cascadia Consulting Group, Inc.

Position in California or Washington

www.cascadiconsulting.com

Cascadia Consulting Group is a women-owned, private environmental consulting firm with 28 years of experience developing and implementing innovative solutions to today's environmental challenges. Cascadia works with public and private-sector clients to advance sustainability through recycling and materials management, climate change mitigation and adaptation, energy efficiency, pollution prevention, transportation demand management, and water and natural resources management. The Cascadia team brings both established expertise and creative thinking to research and analysis, strategic planning, program design and implementation, outreach, social marketing and behavior change, and evaluation roles. From our offices in Oakland (CA), Seattle (WA), and Charleston (SC), we serve clients across the country and abroad.

At Cascadia, we strive to create an equitable and inclusive environment at all levels of the organization. Having staff and partnerships that reflect the diverse communities we serve empowers us to shape innovative and effective solutions together with those most impacted by social, human, and environmental health challenges.

Position Overview

Cascadia's marketing and business development (BD) team is seeking a skilled and savvy writer to support deadline-driven writing efforts with outstanding critical thinking, coordination, and editorial skills. This person will provide marketing and BD coordination and support across Cascadia's three lines of business: Research & Analysis, Planning & Facilitation, and Communication & Engagement. Additional tasks may include writing and coordination support for website, social media, and targeted marketing initiatives, and editorial support for client-facing deliverables. Strong candidates will be comfortable developing clear and engaging prose from notes and outlines, prioritizing around tight deadlines and balancing competing priorities, proactively setting schedules and coordinating with teammates to meet deadlines, tailoring writing styles for specific needs, and maintaining perspective (and humor!) during times of stress. This position will report to Cascadia's Senior Business Development Manager and will be supported by an editorial board and graphic design team.

Examples of work include the following:

- Develop proposal outlines that are responsive to RFP/Q requirements.
- Coordinate proposal writing and development with internal colleagues and external partners.
- Coordinate support for website, social media, and targeted marketing initiatives.
- Maintain a digital library of BD materials including project case studies, bios, resumes, and related materials; work with staff on periodic updates to these materials.
- Draft original proposal narratives from strategy meetings, notes, and outlines.
- Write and refresh marketing content that tells the story of Cascadia's people, work, and impact.
- Conduct research on markets and clients to support proactive BD initiatives.
- Work with marketing and creative teams to bolster Cascadia's online/social media relevance.
- Writing, coordination, and/or fieldwork support on billable projects for clients (~20% FTE)

Required Qualifications

This position requires a candidate with the following qualifications:

- Understanding of, and commitment to, Cascadia’s mission to “inspire and empower communities everywhere to protect and restore our world in an equitable and inclusive way.”
- Commitment to thinking critically about your own cultural lens and being able to communicate respectfully and effectively with people from a diversity of backgrounds.
- Interest in environmental sustainability, social justice, community development, and/or or natural resource issues.
- Degree in journalism, marketing, liberal arts, or other writing-oriented major; or related professional experience.
- The ability to organize, prioritize, and meet deadlines in a dynamic work environment.
- Effective written and verbal communication skills with the ability to adapt to diverse styles and perspectives.
- Commitment to working both in teams and independently to advance common goals and create high-quality work products.
- The ability to produce responsive, high-quality work with minimal guidance or oversight.
- Basic to intermediate experience—and a willingness to expand skills—in producing documents for an employer with Microsoft Office 365 programs, such as SharePoint, Word, Excel, and PowerPoint, and/or with Adobe products.
- An eye for design and/or experience with Adobe InDesign or Illustrator.
- Previous experience with proposal or grant writing for mission-driven organizations.
- Experience using collaborative tools such as Google Drive, Sharepoint, Trello, etc.

Compensation and Benefits

This is a full-time, hourly, non-exempt position based in California or Washington. Hourly rates are based on experience and competitive with jobs in the environmental sector; the anticipated hourly rate range for this position is \$24 - \$26 hour.

Cascadia offers a flexible workplace with the potential to work from home and the office, a generous benefit package, including health insurance for employees at or above 60% full-time equivalent, 401(k) with an employer match, life insurance, long-term disability insurance, transportation subsidies, flexible spending accounts, generous paid time off (per annum: 3 weeks’ vacation, 10 holidays, 9 sick days pro-rated for FTE equivalency), professional development opportunities, sabbaticals, and paid parental leave.

In accordance with Federal, State, and County regulations, Cascadia employees are required to be vaccinated as a condition of employment and show proof of vaccination, such as their CDC COVID-19 Vaccination Record Card or the vaccination record maintained by their health care provider unless requests for medical or religious accommodation are submitted and approved.

To Apply

Submit a compelling cover letter outlining your passion for, and fit with, the position, and provide a complete chronological resume. Submit both to the following link:

https://cascadiaconsulting.recruiterbox.com/jobs/fk0s2zi?cjb_hash=O_wITC34&apply_now=true. Your cover letter should address your ability to meet the criteria in the Required Qualifications section and highlight relevant experience, education, and why you are interested in this position. If your resume does not currently reflect the requested experience, please explain your adjacent skills and/or experiences as applicable to this position. Please state where you learned about the position. Review of materials is ongoing and will continue until the position is filled. Early application is encouraged.

Cascadia Consulting Group is an Equal Opportunity Employer and values diverse perspectives and life experiences. We do not discriminate on the basis of race (inclusive of traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), color, creed, ancestry, height, weight (including obesity), national origin, religious beliefs and practices including the wearing of religious clothing, jewelry or artifacts, and hair styles or body hair which are part of an individuals' observance of their religious beliefs, gender identity (transgender status), sex, sexual orientation, marital status, parental status, domestic partner status, political ideology, age, disability (sensory, mental, or physical – including the use of a trained dog guide or service animal), veteran or military status, medical condition (e.g., pregnancy, childbirth, breastfeeding and/or other related medical conditions; cancer, cancer related illness, or record or history of cancer; HIV/AIDS or Hepatitis C status; gender dysphoria), genetic characteristics (e.g., non-symptomatic carriers of inheritable diseases), retaliation for filing a whistleblower complaint, retaliation for opposing an unfair practice, or other basis protected by law.