



OVERVIEW

[Sunwealth](#) is a clean energy investment firm on a mission to change who benefits from renewable energy by changing the way we invest in it. We envision a future where renewable energy is accessible, affordable and inclusive. We invest in that future by financing and managing renewable energy projects that benefit diverse communities through clean power, carbon reduction, cost savings and job creation. Sunwealth is located in Cambridge's Porter Square.

The Development and Communications Associate will play a key role in growing and strengthening Sunwealth's community of investors, working closely with the Chief Development Officer and the Investor team to identify, attract and close the right partners to support our growing pipeline of diverse, community-based solar projects.

If you thrive in a collaborative, entrepreneurial and results-driven environment and are looking to join a team motivated to create economic and environmental impact across all communities, we want to hear from you.

KEY RESPONSIBILITIES

- Support all aspects of the investor development and management operation, with a particular focus on investor communication and new investor acquisition.
- Manage print, digital and social media marketing, including collateral materials, editorial calendar, email newsletters, website and events.
- Support new market research and development opportunities, including debt and tax equity for high-net-worth individuals, family offices, wealth advisors, faith-based investors, financial intermediaries and corporations.
- Coordinate and track investor pipeline from acquisition phase through closing.
- Support all elements of investor development, marketing and communications.

DESIRED TRAITS/QUALIFICATIONS

The ideal candidate is committed to building a more inclusive clean energy future, and demonstrates the tenacity, drive, flexibility and determination to help us get there, including:

- 0 to 2 years' experience in sales, marketing, investor development, fundraising, communications or project management; familiarity with social media marketing; experience with graphic design or UI/UX design is a plus.
- Strong written and oral communication skills.
- Quick learner with strong quantitative and qualitative problem-solving skills.
- Team player who recognizes learning opportunities and can flex to fill different roles in a fast-paced and ever-changing environment.
- Task master with high attention to detail, organization, and time management.
- Ability to work independently and within a team environment to help grow and manage a diverse pipeline of capital providers.

- Proficient with all MS Office programs, particularly PowerPoint and Excel; Salesforce or CRM experience is a plus.
- Desire to address climate change and structural inequality through inclusive clean energy investment.

TEAM CULTURE/BENEFITS

- Smart, effective and highly motivated team committed to creating generational change in renewable energy
- Casual, collaborative and results-driven work environment
- Beautiful, bright and centrally located office, accessible by public transit
- Competitive compensation package, including equity ownership
- Health insurance, including medical and dental
- 401K plan
- Opportunities for professional development
- Snacks/fruit/coffee
- Team lunches/company social events

EQUAL OPPORTUNITY

Sunwealth is strongly committed to equality of opportunity and provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability or genetics. We endeavor to build a workplace environment that is welcoming and inclusive for everyone. Women, minorities, individuals with disabilities and veterans are encouraged to apply.

HOW TO APPLY

We recognize that there is no 'perfect' candidate. Sunwealth is a place where everyone can learn and grow. If this position excites you, do not hesitate to apply. Please submit your resume and cover letter to: careers@sunwealth.com. Be certain to include "**DEVELOPMENT AND COMMUNICATIONS ASSOCIATE**" in the subject line of your email. **We strongly encourage applications from women, minority candidates, individuals with disabilities and veterans.**

Due to the volume of resumes, it may not be feasible for us to follow up with every candidate. If you do proceed with our hiring process, please note we will ask for references.