

Energy Efficiency Proposal and Copywriter

Organization

For nearly 30 years, Seventhwave has grown steadily in size and scope. We advance powerful strategies for real energy savings through engineering, education and research. Seventhwave manages award-winning utility programs that inspire commercial building owners, developers and design teams to achieve deeper reductions in energy use. We produce energy education programs that inspire more than 7,800 professionals annually to invest in technologies and approaches that reduce energy use and make buildings better for people. We research new and market-ready technologies to discover missed opportunities, verify savings and establish best practices.

Position summary

Seventhwave is looking for an experienced writer and editor. The right person will be self-motivated, comfortable working across interdisciplinary teams and committed to excellence. The right person will demonstrate superior project management and writing skills, backed by significant proposal and grant writing experience. The right person will be agile, flexible, and collaborative. The ideal person will have enthusiasm for energy efficiency, know the difference between sentence case and title case, and care about parallel construction. If you like working toward a common goal with other passionate, smart, talented people, you will love this job.

Key Responsibilities

- **Lead proposal development teams.** Review government, utility and private-sector requests for proposals to determine submittal requirements. Develop proposal schedules; facilitate team launch meetings; develop or adapt corporate or individual qualifications; edit technical approaches written by subject-matter experts for clarity and style compliance; write compelling, benefits-driven executive summaries and guide administrative staff in final submittal.
- **Write marketing copy.** Develop copy for website, news blasts, corporate and individual qualifications, sell sheets, advertising, presentations, fact sheets and white papers. A strong candidate will be comfortable writing about and editing technical subjects in a persuasive and approachable style.
- **Collaborate with creative, technical and program staff.** The writer and editor collaborates frequently with the art director and senior staff leading web development, marketing, sales, and various subject matter areas.

Requirements

- Undergraduate degree—BS or BA.
- Minimum five years of proposal, grant and copywriting experience with proven results. Copywriting experience should include technical topics, including ability to explain complex topics in simple and compelling language. Experience writing for a defined audience.
- Ability to write benefit-focused, persuasive copy that results in desired customer actions. Ability to conceptualize and lead message development/copywriting through completion.
- Editing and proofreading skills, including strong familiarity with Chicago Manual of Style; excellent command of language, grammar, usage and consistent voice.
- Record of accurate delivery of detail-oriented projects.

- Proven ability to respond to variable format, structure and content requirements in requests for information.
- Ability to set and renegotiate priorities.
- Ability to track and manage multiple projects simultaneously.
- Excellent problem-solving ability.
- Experience delivering high-quality work under tight deadlines.
- Proficiency with the Microsoft Office Suite and Adobe Acrobat.
- Demonstrated connection and commitment to Seventhwave's mission a plus.

Salary

Commensurate with experience.

About Seventhwave

Seventhwave advances economic and environmental sustainability through research, engineering and education. A trusted nonprofit source of expertise, Seventhwave was founded in 1989 and has 45 employees—36 in our Madison office and nine in Chicago. Qualifications include field research to boost energy program savings; market research and characterization; energy program design, implementation and evaluation; and education for building professionals. We provide a challenging, stimulating work environment that prizes collaboration and work-life balance. Seventhwave's culture is rigorous, innovative and values-driven. Our salaries are competitive with the private sector.

Seventhwave provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to sex, race, age, color, creed, national origin, religion, disability, veteran status, sexual orientation, marital status, arrest or conviction record or any other basis provided by applicable law.

Apply online at www.seventhwave.org/jobs