



a project of



Collectrify Co-Director

Position Title: Co-Director

Location: Fully Remote

Reports to: The President of Windward Fund

Status: Full-time, Exempt

Collectrify Background

Collectrify was started by environmental, housing, and climate justice leaders who came together with other community-based housing, energy, and consumer protection advocates and members of philanthropy, because low-income communities and communities of color were being left out of conversations about building decarbonization. The conversations among our founders led to the creation of a pooled, participatory grantmaking fund and a learning space for frontline, grassroots, and base-building organizations and leaders in communities of color and limited-wealth communities. Collectrify provides grant dollars to local partners to create pathways to move beyond our current fossil-fuel based economy and get fossil-fuels out of homes to develop healthy, livable housing; family-sustaining, clean-energy jobs; and community-driven, equitable economic opportunities.

Position Summary

The Co-Director role is an extraordinary opportunity to co-lead Collectrify through a pivotal period of growth and impact. This position offers room to lead, innovate, and drive change while also contributing to the day-to-day work of advancing Collectrify's mission.

Collectrify: A Frontline-Led Energy Fund is seeking an established mid-career professional to serve in a co-leadership role in leading, managing, and operating the organization. We are seeking someone who is ready to roll up their sleeves, bring their lived experience and leadership skills to the table, and collaborate in shaping the future of the organization. The Co-Director serves as part of the Collectrify

Executive Leadership team, and will work closely with Collectrify's Governance Assembly and Learning Community Collaboratory network in co-creating and implementing Collectrify's strategy.

The Co-Director responsibilities will be executed in alignment with the values and principles that drive the Collectrify, including the [Jemez Principles for Democratic Organizing](#) and Principles for a [Just Transition](#). The strategy to meet our mission and vision for 2030 will be first and foremost informed by the self-determined priorities of our partners. Collectrify partners believe that it is the approach to this work and who is leading that will lead to transformational climate and housing solutions and economic opportunity.

This is a new position. Collectrify's Executive Director recommended and Collectrify's Governance Assembly approved this new leadership structure to support the organization in achieving its mission and Vision for 2030.

Essential Duties and Responsibilities

Collectrify is committed to a truly equal partnership where the new Co-Director will have a say in designing the role and the structure of the leadership model. For Collectrify, the Co-Director model aligns with our values and our commitment to democratic decision-making. This means the specific division of responsibilities is not predetermined, but will be responsive to the skill sets that the new Co-Director brings forth in combination with the skillsets of the current Executive Director.

Collectrify is seeking an experienced mid-career professional who is a leader in climate, housing, energy, and/or environmental justice. Collectrify recognizes that leadership can take many forms and values lived experience as much as technical expertise. We encourage candidates from frontline communities and those who bring diverse perspectives to apply, even if they feel they don't check every box on the desired qualifications.

Organizational Co-Leadership

Vision and Leadership: Provide the vision, direction, inspiration, and motivation to ensure the organization's success.

- Work with the Governance Assembly, staff, and consultants to define and hone the mission, communicate it effectively internally and externally, and ensure that Collectrify serves as an inspiration and "first in class" as it executes its work.
- Contribute to thought leadership by working collaboratively with partners, funders, Learning Community Collaboratory and partner grantee leaders to advance the field towards greater impact.
- Responsible for being a leading face of Collectrify and holding the institutional relationships with grantees, with funders, with technical assistance partners, with working groups/steering committees/coalitions, as well as other collaborators.

- Leverage the impact of Collectrify and its grantee partners by looking both at and beyond the traditional climate space to related issue and advocacy areas that may enhance its success.

Organization Mission, Strategy, and Programs: Work with the Governance Assembly and staff to ensure that the mission is fulfilled through programs, Learning Community Collaboratory, strategic planning, and learning.

- Responsible for planning, development, and implementation of programs and services that carry out the organization’s mission.

Governance Assembly Coordination: Work with the Governance Assembly to fulfill the mission.

- Co-Facilitate Collectrify’s Governance Assembly in a manner that supports and guides the organization’s mission as defined by the Governance Assembly and Windward Board of Directors.
- Responsible for communicating effectively with the Governance Assembly and providing, in a timely and accurate manner, all information necessary for the Governance Assembly to function properly and to make informed decisions.

Operations and Compliance: Oversees the operations of the organization.

- Oversees the organization and staff operations in compliance with law, regulation and agreements made by grants and contracts.
- Responsible for the hiring, retention, management, and evaluation of competent, qualified staff.
- Responsible for signing all relevant notes, agreements, and other instruments made and entered into and on behalf of the organization.
- Responsible for organizational development systems to support organizational work, processes, software, staff performance tracking, grantee database, etc.

Fundraising: Develop resources to ensure the financial health of the organization.

- Responsible for the fiscal integrity of the organization.
- Responsible for fundraising and developing other resources necessary to support the organization’s mission.

Strategic Partnerships (Beyond Fundraising): Develop collaborations and partners to maximize impact.

- Lead strategy development to build partnerships with leadership organizations in the building electrification space that are leading with people and equity.
- Lead strategy development to build multi-issue partnerships, connecting Collectrify across the issue areas that impact our work.

Grantmaking: Distributing and Managing Resources Partners

- Manages organizational grants and ensures compliance with law and regulations.
- Ensures grants are aligned with Collectrify’s grantmaking approach and strategy

- Builds relationships with grantee partners and supports their needs and priorities.

Desired Co-Director Responsibilities

Collectrify created a values-aligned and community-informed 2025-2027 Strategic Plan in partnership with the Governance Assembly and Learning Community Collaboratory. Our search for an experienced mid-career professional who is a leader in climate, housing, energy, and/or environmental justice with management experience to co-lead the organization evolved directly out of the strategic plan.

The Co-Director responsibilities outlined below are based on the assessment of our needs. Living into our values, Collectrify leadership will be flexible and responsive to the Co-Director desired functions, strengths, and skill sets.

Lead the development of programming for Collectrify's Narrative Strategy, Communications, and Growing the Movement in support of our partner grantees, Learning Community Collaboratory, and reaching our 2030 Vision.

Narrative Strategy and Communications

- Build Collectrify's narrative strategy - *Know us, like us, trust us.* - to grow the movement, expand our base of partners, and increase knowledge in the field on the importance of equitable building electrification and its connections to adjacent movements.
- Build the narrative on equitable building electrification and its importance from an energy democracy, housing & energy affordability, health, et al.
- Implement narrative and communications and engagement tactics such as learning network and communications with broader allies, website, and social media; coordination and hosting of engagement events.
- Lead activities to ensure Collectrify, our partners, and equitable building electrification are put in the best light. Lead strategy on issues that may involve the press.

Powerbuilding in Communities

- Be an ambassador and champion of Collectrify by leveraging a professional network of partners and allies to invest in Collectrify and participate in its mission, vision and values.
- Develop and maintain partnerships with organizations focused on building the leadership of frontline, environmental, and climate justice organizations to lead the way in equitable building electrification.
- Build partnerships as a Collectrify Strategic Plan implementation pathway.

Minimum Desired Qualifications

- **Fundraising Experience:** Proven track-record of raising funds.
- **Existing and Trusted Leadership:** Minimum of 15 years of experience leading efforts to advance climate, housing, energy, and/or environmental justice and a corresponding network. A demonstrated ability to hold trust and relationships with frontline partners and leaders.
- **Relationship Building:** Experience communicating and collaborating with individuals from diverse backgrounds.
- **Cultural Competence:** High degree of cultural humility and competence; commitment to diversity, equity, and inclusion; and the uncanny ability to talk with anyone.
- **Technical Skills:** Facility and knowledge of environmental health/or climate, energy efficiency/renewables, racial justice, and/or housing. Facility with and working knowledge of a range of technology (Slack, Word, Excel, PowerPoint and comparable Google shared platforms, and Social Media) and varying knowledge of digital platforms. Experience with Knowledge Management Databases is a plus.
- **Project Management:** Proven ability to think analytically, strategically, and with agility to translate ideas and insights into action through coherent and viable program work. Extensive past experience managing multiple independent projects. The ability to work quickly and effectively with a broad range of people.
- **Communications:** Proven ability to write and present persuasively.
- **Building Partnerships:** Experience mobilizing people or groups towards a common vision or building partnerships.
- **Democratic Governance Structures:** Understanding of democratic assemblies a plus.

Attributes

- Unimpeachable integrity
- Well-organized, detail-oriented, and analytical
- Excellent computer skills
- Self-motivated
- Flexible and adaptable
- Kind and Compassionate
- Ability to strategize collaboratively and execute work independently
- Team player
- Deadline driven and detail oriented
- Sense of humor
- Open, creative, and energetic

Other Requirements

Ability to travel a minimum of four to six times per year for two to three days at a time.

Position Open Until Filled

How to Apply

Please e-mail [hr@collectrify.org] with a cover letter, resume, and writing sample with the subject titled “Co-Director”.

Compensation and Benefits

Position: This is a full-time fully remote position. Candidates must work in the continental United States.

Salary: \$187,500

Benefits: Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance for employees (and their families). Employees are able to enroll in 401k retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401k contributions. Employees are also eligible for pre-tax transportation benefits. Employees will receive 160 hours of vacation time, 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually. Employees will also receive 13 paid holidays throughout the calendar year. Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.

Hiring Statement

Collectrify: A Frontline-Led Energy Fund is a project of Windward Fund, a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. Windward is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, rewarding, and enables each of us to realize our potential. Windward’s work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

E-Verify Statement

Windward participates in [E-Verify](#) and will provide the federal government with employees’ Form I-9 information to confirm authorization to work in the United States. Job candidates and employees authorized to work [may not be discriminated against](#) on the basis of national origin or citizenship status.