PO Box 582877 Minneapolis, MN 55458
612-217-4485
info@greencitiesaccord.org

Sales and Development Coordinator

Application deadline: Monday, March 31, 2025
Reports to: Director of Programs and Operations
Type: Full-time, Exempt
Location: Primarily remote, reside in Twin Cities metro area
Compensation: $80,000 - $100,000, including benefits

About Green Cities Accord:
Green Cities Accord is a nonprofit dedicated to growing climate resilient communities by expanding and protecting the urban tree canopy across the Twin Cities metro area. Trees are a proven nature-based technology in the fight against climate change—capturing carbon, improving air quality, mitigating stormwater, and cooling our cities. Through innovative public-private partnerships, we invest in urban tree infrastructure to enhance environmental and community health for current and future generations.

As part of the Twin Cities Climate Resiliency Initiative, we are leading Minnesota's first urban tree carbon offset program, providing a sustainable funding model to support long-term tree planting and maintenance. By joining our team, you'll play a vital role in driving real climate action—empowering organizations to invest in a greener, healthier future for all.

Position Summary:
The Sales and Development Coordinator will play a key role in driving revenue growth for Green Cities Accord, with a primary focus on selling urban tree carbon offsets. This position will actively identify and engage potential buyers, build relationships with corporate and institutional partners, and develop strategies to expand the market for urban tree carbon offsets. In addition, this role will support Green Cities Accord's broader fundraising efforts, recognizing that offset purchasers may also become philanthropic partners. Working closely with the Board of Directors and the Director of Programs and Operations, this role will contribute to both sales and development strategies to advance Green Cities Accord's mission. The ideal candidate will have experience in environment and sustainability focused sales, business development, donor engagement, and fundraising strategy.

Position Duties and Responsibilities:
- Lead sales efforts for Green Cities Accord's urban tree carbon offsets, identifying and engaging potential buyers, developing partnerships, and closing sales to drive revenue.
- Develop and implement a strategic sales plan, including outreach, pricing, and partnership strategies to expand market reach and revenue.
- Conduct market research to assess trends, opportunities, and key players in the local carbon market, refining sales strategies accordingly.

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- Identify organizations, businesses, and other entities that could benefit from carbon offsets, assessing their sustainability goals and alignment with carbon offset opportunities.
- Create tools and resources to support sales efforts, such as pitch materials, templates, and impact reports.
- Track outreach and sales performance, providing regular updates and data-driven insights to inform strategy.
- Support donor engagement and fundraising efforts by leveraging sales relationships to identify potential philanthropic and grant opportunities.
- Assist in developing newsletters, website updates, and promotional content related to fundraising and carbon offset sales.
- Contribute to Green Cities Accord's brand storytelling, ensuring clear, engaging messaging for donors and carbon buyers.

Position Qualifications:

- Bachelor's degree or equivalent experience in marketing and sales, business development, nonprofit management, environmental science, sustainability, or related fields.
- 4+ years of experience in sales, sustainability markets, philanthropy, or a related field.
- Proven experience in direct sales, including cold calling, prospecting, and managing the full sales cycle from lead generation to closing deals.
- Established network of corporate relationships in the Twin Cities, with experience engaging management-level buyers and decision-makers preferred.
- Experience in fundraising and development, with an understanding of donor engagement and grant writing, is a strong plus.
- Excellent verbal and written communication skills, with the ability to craft compelling proposals, sales pitches, and presentations.
- Entrepreneurial mindset with a results-driven approach, capable of working independently and collaboratively in a dynamic, growing organization.

How to Apply:
Interested candidates should submit a resume, two references and a cover letter outlining their experience and qualifications for the role. Please send applications to info@greencitiesaccord.org. Applications will be reviewed on a rolling basis.

Equal Opportunity Statement:
Green Cities Accord is an equal employment opportunity employer and does not discriminate on the basis of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors in employment or the provision of services.