



Events and Membership Manager – Job Posting 2025

Seattle-based preferred (will consider applicants from the Portland area)

Hybrid position. Includes occasional travel around the Northwest.

The NW Energy Coalition is seeking an experienced Events and Membership Manager to join our team. This position will take the lead in organizing the Coalition's events, including our twice-yearly Clean & Affordable Energy Conference (in person), quarterly Caucus meetings (virtual) and will help coordinate our outreach and engagement of Coalition member organizations and individual members in advancing our mission through high touch member engagement activities.

About [NW Energy Coalition](#)

Established in 1981, the Coalition is an alliance of around 100 environmental, civic, and human service organizations, utilities, local government agencies, and clean energy and energy efficiency businesses in Oregon, Washington, Idaho, Montana and British Columbia. Our mission is to advance clean, equitable, and affordable energy policies by leveraging our analytic expertise and convening a broad alliance of people and organizations. We envision the Northwest comprised of communities that benefit from an energy system that equitably meets the needs of people and preserves the region's natural resources.

We promote the development of renewable energy, energy efficiency, consumer protection, equitable and affordable clean energy services for all consumers, and fish and wildlife restoration on the Columbia and Snake rivers. The Coalition is committed to advancing Justice, Equity, Diversity, and Inclusion (JEDI), and we are committed to addressing the harm that frontline communities have endured due to the energy system, policies, and practices in the Northwest. We are mindful of the intersectional nature of race, economic wellbeing, and geography (urban/rural).

Events and Membership Manager Responsibilities

This position will report to the Executive Director, and work closely with the Director of Operations, as well as all Coalition staff and member organizations as appropriate.

Events Management

- Coordinate development and production of two in-person educational conferences and two Membership Meetings that happen in conjunction with the conferences each year. Coordinate occasional webinars or virtual learning sessions as needed.
- Prepare materials and event promotional content.
- Create an online registration page, respond to attendee inquiries, and staff the registration booth/table at the event.
- Research and select the venues and catering for events and coordinate logistics on-site during the event (and/or oversee contractors that will deliver on the logistical scope for NWECC events).
- Develop and maintain an events budget for conferences and provide proactive tracking and internal leadership on planning and design.
- Recruit sponsors and lead sponsor recognition (inclusive of outreach, invoicing, tracking and coordinating with Communications Manager).
- Assist in the development of panel topics and coordinate with panel speakers to prepare for the event.
- Work with Community Partners on event outreach to promote attendance.

Membership Engagement

- Serve as the organization's liaison to Coalition membership and respond to member requests and inquiries.
- Proactively outreach to current and potential members through one-on-one meetings (virtual), issues-based member workgroup topics (with Policy team guidance), and host introductory member meetings.
- Send membership renewal invoices and track renewals in an internal system for monthly reporting.
- Organize quarterly state caucus meetings for our members in each state (virtual on Zoom), including meeting agendas, outreach to build participation, hosting Zoom, etc. and manage state caucus listservs.
- Make public presentations and/or represent the Coalition at member events, conferences and public forums (with guidance from leadership).

- Assess the need for consultant assistance on outreach projects, manage the consultant selection process, and monitor contract compliance.
- Update membership database in coordination with Operations Director.

Qualifications

Required:

- 4+ years of experience producing all aspects of an event (in-person and virtual)
- Skilled in membership outreach and relationship building
- Proven ability to work collaboratively in a dynamic and remote/hybrid team environment
- Highly organized and self-motivated
- Passionate about engaging our membership and the energy industry

Preferred:

- Experience with event registration platforms like Humanitix
- Experience working in a non-profit setting
- A passion for clean energy and energy justice

Salary and benefits: Full-time position (hybrid). Salary \$75,000-\$81,000 DOE.

Excellent benefits include 100% employer paid medical, dental and vision insurance; two weeks paid vacation; 12 paid holidays; paid sick leave; paid family and medical leave; 401k plan and organizational match of up to 2% of annual salary; flexible work arrangements; and office space in downtown Seattle.

NWEC is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, race, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable laws, regulations and ordinances. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please send a request.

How to Apply

Position is open until filled. Application review will begin on November 21, 2025.

To help us efficiently process applications and ensure your application is received, please observe the following:

1. Please email a resume and cover letter to Kat Plimpton at kat@nwenergy.org
2. In addition, please answer the following questions in a separate document from your cover letter and/or provide a writing sample of your experience:
 - Describe your experiences in producing a conference or event. What was your role, what tools/templates did you use, and how did you or others determine it was a successful outcome?
 - What is your familiarity with the Energy industry?
 - Share examples of your experience(s) in membership engagement, outreach, and/or working with volunteers. What did you most enjoy about these activities?
2. Make the subject line of your e-mail: "Your Full Name, Events & Membership"
3. In your cover letter, please indicate where you learned about the position