

Aunjoli Das, Proposal Coordinator

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PROFESSIONAL EXPERIENCE

Synapse Energy Economics, Cambridge, MA. *Proposal Coordinator*, July 2026 – Present.

- Supports the development, coordination, and submission of project proposals across the firm — compiling qualifications materials, tracking timelines, and coordinating input from project teams and leadership.
- Maintain operational documentation and workflows supporting the proposal process.

Tree Boston (Speak for the Trees), Boston, MA. *Development and Community Specialist*, Feb 2026 – July 2026.

- Developed and coordinated eight grant and sponsorship proposals — leading each from initial eligibility research, scope development, and stakeholder input through compliance review, internal approval, and final submission — securing \$113,000 in funding with a 100% award rate, coordinating with organizational leadership, legal requirements, and external funders including Bank of America, Nixon Peabody LLP, and the Arbor Day Foundation.
- Produced all organizational external communications — including a biweekly Constant Contact newsletter sustaining a 60% average open rate — translating complex environmental topics into clear, accessible content. Created all social media and marketing content, maintaining consistent branding style and language across online platforms.
- Led writing and editorial production for the Tree Boston brand relaunch — drafting, copyediting, and formatting content across newsletters, direct mail, social media, and printed materials — maintaining accuracy and brand consistency across every channel through a full production cycle from first draft through final distribution.
- Provided creative direction and supervised a graphic designer through the full Tree Boston rebrand and logo design; currently supervise a design intern in the ongoing rollout of educational, programmatic brand content; and hired two MassCEC marketing interns through a full screening and interview process.

Community and Events Coordinator, Feb 2025 – Jan 2026.

- Coordinated 28 community and corporate programming events across Spring, Summer, and Fall 2025 — managing logistics, stakeholder communications, and post-event follow-up for 15 corporate sponsors including Takeda Pharmaceuticals, Delta Airlines,

and Kensington Investment Corporation — while maintaining the organizational event and donor database in CiviCRM.

Northeastern University — Aron Stubbins Lab, Boston, MA. *Research Intern*, Jun 2023 – May 2025.

- Authored a scientific manuscript evaluating seaweed carbon cycling and sunlight-driven decomposition — developing rigorous technical writing, data analysis, and science communication skills through collaborative work with graduate students and faculty.

MIT Energy Initiative, Cambridge, MA. *CATE & MITEI Program Development Assistant Co-op*, Jan 2023 – Sept 2023.

- Co-wrote and submitted funded grant proposals for curricula development projects — "Climate Toolkit for Design Thinking" and "Life in a Sustainable City" — coordinating input from MIT professors, student interns, and J-WEL funding partners to ensure compliance with grant requirements.
- Managed "Life in a Sustainable City," a cross-functional project coordinating deliverables and communication across graphic designers, MIT faculty, student interns, and external funders to develop an interactive carbon pricing curriculum module and board game.
- Developed EdX online courses on climate impacts and clean energy solutions for the MITEI Online Education team — editing and formatting content, maintaining a production schedule, and contributing to grant applications for future course development.

Climable, Cambridge, MA. *MassCEC Intern*, Aug 2022 – Dec 2022.

- Researched solar microgrid technology and local climate impacts to develop accessible clean energy curricula on environmental justice issues (heat island effect, urban flood risk, energy inequity) for students; stewarded relationships with public utilities, nonprofits, and community residents to support solar microgrid deployment.

EDUCATION

Northeastern University, Boston, MA

Master of Science in Environmental Science and Policy

Bachelor of Science in Environmental and Sustainability Sciences

SKILLS

Proposal Development & Coordination • Grant Writing • Copyediting & Proofreading • Project Management • Stakeholder Communication • Microsoft Office Suite (Word, Excel, PowerPoint) •

Constant Contact • CiviCRM • Slack • Canva • AI Writing & Workflow Tools • Environmental Policy •
Clean Energy Communications

Resume updated August 2026