

## 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,

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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) •

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

*Resume updated August 2026*