

COMMUNITY COMMITMENT AND PUBLIC ENGAGEMENT MANAGER

Looking to make a difference in your community? Want to make sure that we leave a legacy of recreational opportunity, wildlife habitat, heritage and open land for the next generation? Want to be involved on the cutting-edge of land protection in the state and even nationally? Join Utah Open Lands to begin protecting the lands we all love. Utah Open Lands (UOL) is a dynamic and successful local land trust. Since its founding in 1990 we have protected more than 64,000 acres of open space throughout the State of Utah.

Utah Open Lands, a pre-eminent local and accredited* land trust located in Salt Lake City, is an equal opportunity employer and encourages applications from people of under-represented groups who will contribute to the diversity of its staff. UOL offers competitive salaries and benefits.

*Accredit Land Trust through the Land Trust Alliance affirms national quality standards are met.

We're seeking a skilled, empathetic, and self-motivated storyteller with excellent interpersonal skills and a passion for conservation and for creating experiences that engage, connect, & inspire.

A talented, TEAM PLAYER, highly organized writer with a knack for getting to the heart of things, making complex information accessible, keeping projects on track in a fast-paced environment, and facilitating fresh, creative thinking.

The main goal of this position is to work with staff and board to create short- and long-term fundraising plans and goals, including facilitating events, grant research, proposals and solicitations.

SCOPE AND RESPONSIBILITIES

- Maintain donor database to optimize tracking and queries in order to implement the following:
- Manage an annual giving program for cultivating donors and volunteers including setting ambitious yet attainable goals for raising funds, and retaining and upgrading donor giving levels; establish fundraising campaigns and executing annual / multi-year goals and plans.
- Implement and coordinate fundraising plans, including individualized cultivation, solicitation, and recognitions plans.
- Develop and manage solicitation and cultivation strategies and donor and volunteer relations program that includes acknowledgment, and recognition using donor and volunteer data to optimize donor/volunteer relationships.
- Prepare reports on fundraising plans and goals, activity, including current and prospective donor management.
- Support membership and annual campaigns, such as year-end appeals.
- Plan and produce organizational events including events, activities, field trips, etc.
- Assist with planning, preparation and execution of UOL's annual gala, Portraits of Preservation.
- Partner with staff, volunteers and donors to secure sponsorships, auction items, and other in-kind support for fundraising events.
- Develop and implement special initiatives designed to foster engagement for UOL donors.
- Cultivate Press Opportunities and press relationship.
- Cultivate local business relationship.
- Oversee Social Media.
- In charge of generating printed material.
- Develop and expand UOL's grant program, including writing grants, preparing reports and tracking deadlines.

REQUIRED EXPERIENCE AND QUALIFICATIONS

- Bachelor's degree and three years related experience or equivalent combination.
- Direct fundraising experience.
- Experience building relationships with donors, volunteers, and staff.
- Experience with donor database software.
- Proficient public speaking skills.

- Experience with grant writing.
- Highly organized and efficient. Strong project management skills, with the ability to prioritize and get things done on schedule. Detail orientation around data and tracking systems.
- Excellent interpersonal and communications skills with both internal and external constituencies.
- Willingness to travel throughout Utah as well as work a flexible schedule including occasional evenings and weekends.
- Proficiency in Excel, Word, and PowerPoint, as well as donor database management systems essential.
- Strong negotiating and organization skills, accuracy, and attention to detail.
- Valid Driver's License and acceptable driving record.
- COVID 19 inoculation(s)

PREFERRED EXPERIENCE AND QUALIFICATIONS

- Experience working for a land trust.
- Experience in persuasive writing, donor communications, and donor reporting.
- Proven ability to articulate the story of an organization, its mission, and its effectiveness. Adept at crafting compelling and high-quality solicitation letters and donor correspondence.
- Working knowledge of the basics of charitable gift planning.
- Commitment to conservation and environmental protection.
- Warm and welcoming personality and good interpersonal communication skills.
- Experience in managing and tracking multiple prospects and donors.
- Knowledge of current trends in charitable giving.
- Demonstrated donor recognition strategies.
- Proven track record of building creative offers that meet donor interests.
- Experience in maintaining effective relationships with donors and determining potential for upgrading gifts.

PERSONAL CHARACTERISTICS

- A mission-driven individual with a belief in and commitment to the philosophy of Utah Open Lands.
- Extremely proactive approach to work. Someone that is solutions-oriented and can work independently. Shows initiative and creativity.
- A good listener and strategist. Intrepid yet tactful. Determined yet respectful of others' concerns.
- Strong commitment to teamwork and commitment to developing and maintaining collaborative relationships.
- Must be highly organized and demonstrate excellent attention to details while pursuing overall goals.
- A resourceful 'doer' with a willingness to work hands-on in developing and executing a variety of activities.
- Ability to work well under pressure and adapt easily to changing situations and priorities. Good judgment and consensus building skills.
- High ethical standards.

COMPENSATION

Salary Range (based on experience): \$43,000-\$50,000 with generous vacation and holiday time, remote work options, HSA options and eligibility for retirement plan.

Utah Open Lands is an equal opportunity employer and seeks diversity with respect to race, national origin, religion, culture, gender, age, sexual orientation, marital status, veteran status and physical abilities. All inquiries are held in strict confidence.

To apply: Please direct applications, including resume, letter of interest, references and salary requirements via email to:

Catherine Cargill, Deputy Director

Utah Open Lands
1488 S. Main Street
Salt Lake City, UT 84115
catherine@UtahOpenLands.org
Electronic submission is encouraged.
Visit www.UtahOpenLands.org to learn more about the organization.