



## **WE'RE HIRING!**

### **DEVELOPMENT & OPERATIONS MANAGER, UTAH DONOR COLLABORATIVE**

- Position Title: Development & Operations Manager, Utah Donor Collaborative
- Reports to: Katie Wright, Executive Director
- Hours per week: Full-time Employee
- Location: UDC's team works remotely. The position requires frequent, in-person meetings in the Salt Lake area, and occasionally in-person meetings and work statewide and nationally.
- \$50,000-\$70,000 + benefits, based on experience.

**DEADLINE TO APPLY:** Priority Deadline, November 25; however will be a rolling process.

**START DATE:** January 2 or ASAP

### **TO APPLY**

Submit a cover letter or video (no longer than 1 page or 1 minute), resume, and contact information for three references to [katie@utahdonorcollaborative.com](mailto:katie@utahdonorcollaborative.com). References will not be contacted unless the candidate is a finalist and finalists will have the opportunity to notify their references before we make contact.

In your cover letter or video, please address how your experiences match the key responsibilities and required skills outlined above. Your response must address the following questions:

- What is your experience in building systems for growing organizations?
- What is your development experience? What development skills do you bring to the table?

### **ABOUT UTAH DONOR COLLABORATIVE**

Utah Donor Collaborative is transforming Utah's political landscape. We work with a generous group of inspired and proud donors who care about Utah. They are our members and investors. Together, we build political power and the required infrastructure to change Utah politics and disrupt the legislative supermajority through a coordinated strategy with expert, aligned organizations. Our goal is a transformed Utah where justice and opportunity are accessible to everyone. We believe that political representation for all makes it a reality.

[www.utahdonorcollaborative.com](http://www.utahdonorcollaborative.com)

P.O. Box 522340  
Salt Lake City, UT 84152



## WHO SHOULD APPLY

We are excited to onboard our inaugural Development & Operations Manager to lead key aspects of our organization and support our scaling effort. Our Development & Operations Manager is passionate about Utah, optimistic about our state's future, and knows how to manage a database and host an event. Experience in politics or nonprofits are a plus. With an ability to manage details and people, our Development & Operations Manager understands that policy and political transformation require diligence, strategy, and relationships.

## KEY RESPONSIBILITIES

### Serve as UDC's primary administrative manager

The Development & Operations Manager will manage our growing and complex organization to ensure we are effective and efficient, well governed and well managed.

- Maintain a clean database and turnkey reports, including financial and fundraising.
- Lead effective volunteer and committee outreach.
- Create, use, and share evaluation measurements for ourselves and our partners.
- Manage vendors, contracts, and outsourced tasks.
- Support the executive director and board as needed.
- Liaison with fiscal sponsors, including human resources, staff onboarding, finance and reimbursements, contract management
- Organizational point person with tech and other consultants.
- Process and file invoices and reimbursements, classify expenditures and reconcile budgets monthly.

### Lead UDC's Engagement Strategy

Relationships are the heart of our work. Our engagement strategy seeks to provide education opportunities, align our collective work, and build community among donors, prospects, advocates, volunteers, partner organizations (state and national), and more. The Development & Operations Manager will lead the execution of our member and prospect engagement strategy which includes:

- Digital Communications: invitations, e-newsletters, and others.
- Fundraising events: prospect events, member meetings, and more.
- Briefings: webinar updates on key strategies and to build network knowledge and alignment.
- Support and/or spearhead engagement-specific projects from time to time.

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### Support UDC's fundraising efforts and scaling campaign

In partnership with the executive director, our Development & Operations Manager will grow UDC's fundraising efforts by supporting all stages of the fundraising program, from prospect identification to major gift stewardship.

- Strengthen major gift partnerships by supporting stewardship and cultivation activities.
- Ensure effective systems by managing most administrative and data fundraising tasks.
- Create and execute an event sponsorship program.
- Lead grant activities, from application to reporting.

### **SKILLS AND EXPERIENCE**

- Demonstrated commitment to creating balanced political representation in Utah.
- Ability to plan and execute events.
- Experience in utilizing, improving, and managing databases, data, and reporting.
- Demonstrated ability to create and share compelling communications in person, digitally, and with long-form writing.
- Demonstrated commitment to inclusive practices and management.
- Track record of building trusting, durable relationships with people and organizations of diverse backgrounds and purposes.
- Bookkeeping, vendor management, and/or compliance experience.
- Ability to formulate and manage projects from initiation to completion.
- Fundraising experience – from relationship building and donor prospecting to administrative processes.
- Grant report experience and experience working with individual and institutional donors.
- Formal or lived experience applying a racial justice lens to organizational policies, practices, and procedures.
- Demonstrated growth mindset with a commitment to learning and expansion.

### **HIRING STATEMENT**

Utah Donor Collaborative does not discriminate based on race, ethnicity, religion, national origin, gender, sexual orientation, gender identity, gender expression, age, class, status as a veteran, status as an individual with a disability, incarceration, or conviction history, or any other protected characteristic as established under law.

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