



WE'RE HIRING!

EXECUTIVE DIRECTOR, UTAH VOTES

Job Title: Executive Director, Utah Votes

Reports to: Coalition Partners

Job Type: Full-time Employee

Salary Range: \$75,000-\$100,000 based on experience. Health, dental, and vision, a generous PTO policy (20 days annual + 18 holidays) are a part of the benefits package.

Location: Stewardship Utah office, role is on-site a minimum of three days/week, M, W, and F

DEADLINE TO APPLY:

Priority Deadline: November 25; however will be a rolling process.

START DATE: January 2, 2025

TO APPLY

Submit a cover letter or video (no longer than 1 page or 1 minute), resume, and three references to Katie Wright, 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 with movement building?
- How do you build coalitions to achieve political and policy outcomes?

ABOUT UDC, STEWARDSHIP UTAH, UTAH VOTES

[Utah Donor Collaborative](#) works with a generous group of inspired and proud members and investors who care about Utah. Together, we build political power and the required infrastructure to transform Utah where justice and opportunity are accessible to everyone. The funding for the Executive Director position is being made possible by Utah Donor Collaborative.

[Stewardship Utah](#) works to protect the land, air, and water for all people in Utah through elections, policy, and democracy. Stewardship Utah's mission is to advocate for sustainable environmental policies and to ensure that the voice of the people is heard in decisions impacting Utah's natural resources. Our history is rooted in community engagement and collaborative efforts to promote conservation and responsible stewardship of Utah's environment. Stewardship Utah is the home (employer) of the Utah Votes Executive Director.

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Salt Lake City, Utah 84152



Utah Votes is a coalition of Utah-based nonprofit advocacy groups that focus on achieving progressive and moderate policy wins on behalf of Utahns. Working together, the coalition leverages the collective networks, expertise, and skills of organizations from across Utah to recruit and support candidates, spearhead voter registration, mobilization, and education, and lead policy research, advocacy, and implementation. Utah Votes will work under the umbrella of Stewardship Utah for an incubation period of about 24 months before forming its own legal entity.

WHO SHOULD APPLY

We seek a highly motivated Executive Director with experience growing grassroots coalitions and implementing strategic action. The right candidate will drive an ambitious statewide scaling effort to engage more people and organizations in effective and targeted civic engagement, with a long-term goal of year-round power building to amplify the power of grassroots communities across the state of Utah. This coordinated, statewide strategy maximizes the resources and effectiveness of all partners around a collective set of priorities including: civic engagement (voter outreach, persuasion, turnout), candidate support (recruitment, canvas, outreach), policy (education, advocacy), and a commitment to racial and gender equity practices. If your values align with our mission and you meet most of the following criteria, we encourage you to apply.

KEY RESPONSIBILITIES

- Oversee the development and execution of a strategically coordinated annual state plan for two networks - a coalition of 501c3 organizations and a coalition of 501c4 organizations;
- Nurture and grow the coalitions: plan and facilitate regular meetings to create, negotiate, and share annual plans as well as progress toward collective goals;
- Work with partners to identify programmatic gaps, collaboratively design and execute statewide voter education and political plans to achieve long-term priorities, and monitor progress toward goals;
- Evaluate program outcomes and provide suggestions for improved effectiveness and identify opportunities and advocate for effective cross-partner programs;
- Develop a program budget and lead fundraising efforts, including identifying, cultivating, and stewarding funding partners; Develop and maintain deep ongoing knowledge about partner organizing programs and explore opportunities for aligned field and digital campaigns across organizations and sectors;
- Build and maintain relationships with key stakeholders both statewide and across the nation to ensure our network is represented in relevant coalitions and positioned as a leader in the field;
- Provide administrative support for organization executives;
- Create and grow a fundraising program, including state and national funders;

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- Maintain finance procedures and vendor relations, logistical planning for meetings and events (in-person and virtual), communications support, Board and partner duties, and general office management.
- Work collaboratively with Utah Donor Collaborative and participate in quarterly check-ins

SKILLS & EXPERIENCE

- Collaborative leadership style with engaging and inclusive interpersonal style;
- Demonstrated ability to negotiate, build consensus, and strategically disagree;
- Entrepreneurial ability to work independently and create and lead a long-term vision;
- Experience running candidate and/or ballot initiative campaigns, 3+ cycles preferred;
- Demonstrated ability to organize information, track data, and manage electoral data;
- Experience facilitating meetings and activities on behalf of a coalition;
- Demonstrated commitment to racial and economic justice;
- Commitment to the mission, vision, and values of the organization;
- Excellent communicator and writer, with experience tailoring messages to multiple and diverse audiences;
- Proven ability to work in a dynamic environment and build strong partnerships, ability to take initiative and make tough decisions;
- Demonstrated ability to create and manage strategic work plans and budgets
- Experience navigating c3/c4/IE program compliance and/or bookkeeping experience
- Ability to work well independently in a remote setting and with teams.

LOCATION AND TRAVEL

The Executive Director is expected to travel about 80% locally (Wasatch Front) and about 20% statewide and nationally.

HIRING STATEMENT

Stewardship Utah 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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