



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 occasional in-person meetings statewide and nationally.
- \$65,000 - \$85,000 + benefits, based on experience.
- Benefits include: Paid Time off, Healthcare Stipend, 401K

DEADLINE TO APPLY: Priority Deadline: September 28; however, it will be a rolling hiring process.

START DATE: 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. 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.

WHO SHOULD APPLY

Our Development & Operations Manager loves Utah, is hopeful about our state's future, and knows how to manage a database and host an event. Experience in politics or nonprofits is 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 50%

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

- Maintain a clean database and turn-key reports, including financial and fundraising.

www.utahdonorcollaborative.com

P.O. Box 522340

Salt Lake City, UT 84152



- Manage monthly reconciliation, financial reports, compliance, donation tracking, and donation acknowledgement.
- Manage, streamline, acquire, and lead on tech solutions for our organization.
- Lead on HR and benefits.
- Liaison with fiscal sponsors, including human resources, staff onboarding, finance, and reimbursements, and contract management
- Manage vendors, contracts, and outsourced tasks.
- Support the executive director and board as needed.
- Lead and/or participate in committees and coalitions.
- Identify, draft, present, and manage governance and policy documents.

Lead UDC's Engagement Strategy 25%

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.

Support UDC's fundraising efforts and scaling campaign 25%

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.