



WE'RE HIRING! PIPELINE MANAGER

- Position Title: Pipeline Manager
- Reports to: Katie Wright, Executive Director of Utah Donor Collaborative, and advisory board
- Hours per week: up to 25
- Position Type: Contract position
- Monthly Retainer: \$3,500-\$5,000/ month, depending on experience

DEADLINE TO APPLY: August 31, 2026

TO APPLY

Submit a cover letter or video (no longer than 1 page or 1 minute), resume, and three references to admin@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 below. Your response must address the following questions: What is your campaign experience? What is your experience leading projects and/or groups?

ABOUT THE PIPELINE PROJECT

Utah Donor Collaborative's goal is a transformed Utah where fairness, justice, and opportunity are accessible to everyone. We believe that political representation for all Utah residents makes that a reality. Utah's state legislature is out of step with our demographics resulting in policy that neglects the needs of most Utah residents. To close the gap, we need robust candidate and leadership training, especially for women, BIPOC, LGBTQ, working class people.

The Utah Pipeline Project is a new initiative designed to address this democratic deficit directly. Grounded in the national Pipeline Fund model – a coalition of state-based organizations dedicated to reflective democracy – the Utah iteration will be built around the

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specific needs, assets, and opportunities of the Beehive State. The Pipeline Project will work to recruit, train, and support candidates who reflect the communities they seek to serve, reduce the number of uncontested races, and build the durable infrastructure required for long-term change.

ABOUT THE ROLE

Are you an experienced political operative, and do you cultivate a diverse network? We are looking for a part-time person to lead the launch and early development of the Utah Pipeline Project. With a focus on the state legislature, this person will lead the strategy and implementation of an identification, recruitment, and training program. The Pipeline Manager will work closely with Utah's existing progressive infrastructure — including issue organizations, consulting firms, unions, and political parties — and will be responsible for convening those actors around a shared recruitment vision. This is an opportunity to shape an initiative from the ground up and to leave a lasting mark on Utah's political landscape. The Pipeline Manager will report to Katie Wright, Executive Director at Utah Donor Collaborative, and the advisory board.

KEY RESPONSIBILITIES

- Spearhead State Legislative candidate recruitment and training efforts, including launching and running the recruitment table.
- Meet with interested potential candidates, and create a quarterly recruitment report.
- Build and maintain a network to ensure statewide reach and connections to diverse communities across Utah.
- Create and manage an advisory board.
- Develop a concrete implementation plan and timeline with goals and measure of success.
- Track and manage data on outreach and prospective candidates in provided CRM, and coordinate data strategy and infrastructure around candidate recruitment with national and in-state partners.
- Support fundraising efforts with individual donors and grant-writing.
- Create, manage, track, and report on a budget.

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SKILLS AND EXPERIENCE

- Multiple cycles of campaign experience required.
- Experience recruiting candidates required.
- Leadership experience and the ability to take initiative
- Fundraising experience preferred
- Experience developing and leading trainings preferred.
- Familiar with basics of organizing: VAN, Gsuite
- Commitment to reflective democracy and building power for underrepresented communities.
- Strong relationship-building skills and experience.
- Comfort operating in a start-up environment, with some ambiguity and autonomy.

LOCATION AND TRAVEL

This role is a hybrid, with the opportunity to work from an office and from home. Travel is expected, 65% within one-hour of Salt Lake City, 25% in other Utah areas, and 10% national.

HIRING STATEMENT

The Utah Pipeline Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity, veteran status, or any other protected category.

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