



JOB ANNOUNCEMENT

Development Director

POSITION SUMMARY:

Utah Clean Energy is seeking a passionate and enthusiastic **Development Director** to plan, coordinate, and implement Utah Clean Energy's donor development program and capital campaign. This position is an integral part of Utah Clean Energy's team and is responsible for the solicitation and stewardship of individual donors at all levels, including annual appeals, major gifts, capital campaign gifts, new donor cultivation, stewardship, and planning fundraising/cultivation events.

ABOUT US:

Utah Clean Energy is a nonprofit climate solutions organization based in Salt Lake City that advocates in Utah and the West. Our multi-disciplinary team is leading and accelerating the clean energy transformation with vision and expertise. We are committed to creating a future that ensures healthy, thriving communities for all, empowered and sustained by clean energy.

RESPONSIBILITIES & ACTIVITIES:

- Oversee a portfolio of donors for both annual and capital campaign support, to secure major gifts at the \$5,000 to \$100,000 level, and work collaboratively with Utah Clean Energy's staff and board to identify new prospective donors from within and outside Utah Clean Energy's existing network.
- Work with the Executive Director to develop and refine major gift strategies, with annual goals to increase individual giving to Utah Clean Energy.
- Make direct, face-to-face solicitations, assist the board and other staff with solicitations, and coordinate the board's fundraising engagement.
- Responsible for managing fundraising aspects of the Climate Innovation Center capital campaign to create a net-zero headquarters for the organization
- Manage committees to carry out the capital campaign and conduct bi-weekly meetings
- Coordinate the creation of marketing and promotional materials to support all activities of the campaign
- Develop meaningful relationships with current donors, potential donors, and foundation representatives, and engage members of Utah Clean Energy's staff and board to make the most of those partnerships.
- Supervise the Development & Operations Assistant in ensuring proper recording and recognition of gifts, as well as donor engagement activities.
- Plan and carry out an annual calendar of donor and foundation meetings, cultivation activities, and special events, in coordination with Utah Clean Energy's leadership and team members.
- Identify and implement opportunities for donor recognition, stewardship, and appreciation.
- Using our donor database, track donor activities, and communications, assign tasks to staff for follow-up and maintain all donor files.
- Produce materials and tools to communicate regularly with donors, supporters, and potential allies.
- Identify and secure support for special events, fundraisers, and the annual Party for Clean Power.

QUALIFICATIONS:

- Passionate about mitigating the climate crisis and creating a clean and equitable energy future for Utah and the West.
- Bachelor's degree, plus a minimum of five (5) years of development experience, with a proven record of closing gifts above \$50,000 and managing a portfolio of donors. Additional nonprofit development experience will be considered as a potential substitute for a formal degree.

- The maturity, integrity, professionalism, and experience to earn the trust and confidence of donors, board leadership, and foundation partners.
- Excellent communication and presentation skills, both verbal and written, with the ability to articulate and align Utah Clean Energy's mission, vision, and values to donors and donor prospects.
- Demonstrated ability to be a self-starter, think strategically, and achieve results in a fast-paced, team-oriented environment.
- Outstanding organizational skills, attention to detail, and ability to meet deadlines.
- Proficiency with Microsoft Office Suite including Outlook, Word, Excel, PowerPoint, and Teams. Experience with Network for Good or similar donor database preferred.
- Ability to work occasional night or weekend events or meetings.
- Desire to be a part of an influential team of professionals, who embrace high quality, impactful work, and a healthy work-life balance.
- Commitment to Utah Clean Energy's Justice, Equity, Diversity, and Inclusion goals and an interest in participating in shared learning activities offered by Utah Clean Energy.

COMPENSATION:

The salary range for this position is \$70,000 to \$85,000 and is a full-time exempt position. Salary is dependent on relevant and demonstrated experience, with most candidates starting under or close to the mid-point of the salary range. For candidates with extensive development experience that far exceeds preferred qualifications, an exception to the salary range may be considered.

Utah Clean Energy's benefits package includes company-paid health insurance, 403(b) retirement plan contributions, life & long-term disability insurance coverage, paid vacation leave, sick leave, holiday leave, and parental leave and a hybrid work environment.

TIMELINE & APPLICATION PROCESS:

- Please email your cover letter, resume, and professional writing sample to admin@utahcleanenergy.org.
- Position open until filled, with a preference for applications received by June 20, 2022.

Utah Clean Energy is an equal opportunity employer and is committed to a policy of nondiscrimination with regard to race, sex, color, age, religion, creed, class, sexual orientation, gender identity, national origin, and disability.