



## Director of Development and Programs

### Introduction

Are you passionate about recycling and sustainability and looking for a way to make a difference in the community? The Utah Recycling Alliance (URA), a small non-profit dedicated to empowering people, organizations, and communities across the state of Utah to create a zero-waste lifestyle, is seeking a talented professional to help our organization grow. This flexible, part-time (30 hours/week) position will serve a vital role in building successful programs that promote reuse, recycling, and resource conservation.

### The Opportunity

Reporting to the President of the URA board, the Director of Development and Programs will have responsibility for both fundraising and programming leadership at URA. The area of responsibility for this role is wide and calls for flexibility and willingness to work autonomously with good time management. Ultimately, the Director will ensure the smooth day-to-day operation of the URA and improve the organization and the programs therein.

The Director will work with the URA Fundraising Committee to lead fundraising efforts to meet or exceed URA financial goals, including grant writing and submission, solicitation of corporation and foundation sponsorships and donations, hosting fundraising events, and identifying new funding streams. The Director will also work under the director of the URA board and in conjunction with URA committees to provide project and planning leadership on key initiatives. This person will attend board and committee meetings, lead communication efforts, and represent the URA in the community, building relationships with government, non-profit and activists/advocacy sectors.

The Director will also have key management responsibilities, such as maintaining the organization's 501(c)(3) status, assisting with budget planning and utilization, hiring and managing an intern/part-time position, and other responsibilities required by the URA board.

### To succeed in this role, we need someone with the following background:

- Bachelor's degree and experience in non-profit and/or environmental field preferred.
- Must have excellent verbal and written communication skills with the ability to work autonomously.
- Familiarity with grant writing and fundraising desired.

- Must be available to work some evenings and weekends, as well as minimal travel.
- Must be able to provide personal computer, phone, transportation, and work space.

This is a flexible, part-time (30 hours/week) career opportunity in a highly visible role in the Utah recycling landscape, working on important sustainability issues. To apply, send cover letter and resume to [recycle@utahrecyclingalliance.org](mailto:recycle@utahrecyclingalliance.org) with “Director Application” in subject line. Applications will be accepted until August 10, 2018.

**Compensation**

The URA is prepared to pay \$20 per hour, up to 30 hours per week, \$31,200.00 per year. Success in grant writing and fundraising correlates to increased compensation opportunity.