



WaterRoots Development Manager

Job Announcement

The Utah Rivers Council is looking for an energetic individual with strong communication and organization skills to help lead our development and outreach work to protect some of the West's most important aquatic ecosystems. The Utah Rivers Council is the statewide advocacy leader in water policy, water conservation and river protection. We are looking for a fun, independent person to join our hard working staff of advocates who enjoy our work and our amazing outdoor landscapes.

WaterRoots is a grassroots campaign to engage Utahns in solving the root problems facing our aquatic ecosystems by leading Utah into a more sustainable water future. The WaterRoots Development Manager works to ensure this campaign is successful by helping to raise funds for the campaign in partnership with other staff, help oversee WaterRoots event logistics, manage our membership activities and help run events.

Specific Responsibilities:

Foundation Fundraising

Develop, maintain and coordinate foundation fundraising including preparing and submitting foundation grants. Meet grant application deadlines, prepare follow up thank you's, post grant reports and conduct general correspondence. Specific activities include:

- Research new foundation prospects
- Track foundation deadlines
- Write and submit grants
- Follow up with correspondence and appropriate input
- Ensure thank you letters and grant reports are prepared in a timely manner
- Maintain foundation files

Individual Fundraising

Help manage membership fundraising, major donor relations and identify and help cultivate new donor prospects. The WaterRoots Development Manager will produce targeted mailings and create new prospect lists. Specific activities include:

- Orchestrate and implement the annual membership appeal
- Prospect within membership base to increase donor support
- Follow through with requests for support and acknowledgments as appropriate.
- Establish a calendar of meetings and solicitations for the Executive Director

Management & Events

The WaterRoots Development Manager will help manage interns and seasonal staff around our WaterRoots events and some other seasonal events. Past management experience is useful but not required. The WaterRoots Development Manager will help lead events in concert with other staff.

Compensation, benefits and leave

This is a full time, salaried position with compensation dependent upon experience. We are looking for someone that excels working both independently and in a collaborative team setting. The URC strives to maintain a fun, informal work environment where progress and accomplishment are measured by real success and by balance and time off which are a regular part of work.

The ideal candidate has a personable communication style, excellent writing skills, computer skills, and a serious work ethic. Other skills desired include an understanding of current environmental problems and/or water policy, nonprofit fundraising, marketing and event logistics. Nonprofit experience is preferred.

Qualifications and Skills:

- Good Writing Skills Essential.
- High level of attention to detail.
- Ability to communicate ideas with enthusiasm and credibility.
- Computer skills necessary.
- Self-direction, Self-motivation and integrity.
- Nonprofit experience preferred.
- Positive, enthusiastic person
- Good Task management with good personal organization skills
- Enjoys leading and being part of a team

To apply for this position, send a resume, cover letter and writing sample to:

**Utah Rivers Council
1055 East 2100 South, Suite 201
Salt Lake City, Utah 84106**

Email applications will be accepted by sending an email to **info@utahrivers.org**

PLEASE No phone Calls.