



**Position Title:** Executive Director

**Location:** Washington County, Utah

**Position Reports To:** President of the Conserve Southwest Utah Board

[Conserve Southwest Utah](#) (CSU) is the local non-profit leader in environmental advocacy and conservation in Southwest Utah. CSU was established in 2006 to amplify citizen concerns about environmental resource management and has emerged in 2022 as the primary voice in Southwest Utah for protecting public lands, advocating for sustainable water management, and promoting smart growth urban planning policies. Our mission is to advocate for the conservation and stewardship of Southwest Utah's natural and cultural resources for the benefit of present and future generations.

Washington County is one of the West's most desirable places to live due to the spectacular landscape of Southern Utah. As this area grows, the need for expanded citizen involvement to safeguard the environment becomes increasingly important. With the support of our partners, local citizens, and donors, CSU has been right in the middle of the fight to prevent some of the most environmentally damaging projects in the West, such as the Northern Corridor Highway and Lake Powell Pipeline. At the same time, CSU supports positive initiatives such as developing city and county water conservation ordinances, passing recent water bills in the Utah State Legislature, and land and species protection projects with the Bureau of Land Management, local Native American partners, and university students.

CSU is in a moment of exciting growth with two dedicated full-time employees overseeing projects with four contractors and a large group of highly dedicated volunteers. CSU is poised to grow our member base, increase fundraising, and expand the scope and breadth of our initiatives and the projects we deliver. We are looking for the perfect candidate to take our organization to the next level. The successful candidate will bring experience, energy, and collaborative leadership skills to lead our organization successfully.

**Objectives and Responsibilities:**

The overarching purpose of this critical role is to partner with the CSU Board to build grassroots community power in Southwest Utah to:

- Protect public lands
- Advocate for sustainable water management
- Promote Smart Growth

Administration:

- Embrace and advance CSU's Strategic Plan.

- Lead the implementation of the strategic plan and ensure accountability.
- Develop an annual budget for Board approval to support strategic and program plans.
- Lead a resourceful, talented, and dynamic team of staff, various contractors, and volunteers guiding the organization's activities. Organize the work of the team of staff and volunteers to meet CSU's strategic goals and objectives.
- Engage with the Board of Directors to establish a solid, collaborative, and highly functioning partnership, including:
  - Organize Board meeting agendas and participate actively. Report on progress with advocacy and fundraising programs.
  - Communicate seamlessly with all Board members. Assist the Board President with prioritization of ongoing and new issues.
  - Generate periodic financial statements with an outside accountant for Board review.
- Manage the Day-to-Day Business Operation of the organization
  - Manage a professional-looking office: coordinate repairs, cleaning, furnishings, and space scheduling. Increase opportunities for the public to visit the office.
  - Administer IT access and security protocols for accounts like Google, YouTube, Mailchimp, PayPal, and various social media platforms.
  - Address incoming organization mail, emails, phone calls, and mailed donations.
- Staff supervision and support, including onboarding, training, and mentoring. Work with staff to identify how you can support their success, ensure they are not overworked, create realistic work plans, set performance expectations, and conduct annual reviews. Be the liaison between staff and board.

#### Communication and Advocacy:

- Foster partnerships with key stakeholders and actively collaborate with organizations in the community. Cultivate and sustain strong relationships with local leaders, supporters, and donors. Be outwardly focused and the 'face of the organization.'
- Lead organizational messaging and branding. Utilize contract support as needed to deliver ongoing and new, innovative communications.
- Organize public outreach events in collaboration with the CSU staff.

#### Fundraising and Fund Development:

- Lead the CSU fundraising program. Utilize the board's support to raise funds necessary to implement CSU's programs and support organizational growth goals.
- Develop relationships with other funding sources, such as grant opportunities, and identify other new funding initiatives and channels. Responsible for grant development and accountability reporting.

#### **Qualifications and Skills:**

- Bachelors' degree in Environmental Studies, Sustainability, Communications, Public Policy, Non-profit Management, and/or a related field.
- Outstanding written and verbal communication skills, including public speaking

- 5+ years of experience with an environmental organization working in community organizing, outreach, and fundraising. Demonstrated knowledge of and proven success in conservation advocacy.
- Must be a proven innovative fundraiser with a long-term approach to organizational sustainability and the flexibility to capitalize on new opportunities that align with CSU's mission, values, and goals.
- Significant experience and successful track record in leading non-profit organizations, including knowledge of standard operating practices. The ability to bring an entrepreneurial approach to the execution of the role is a plus.
- Strong understanding of public lands conservation, water advocacy, and livability issues for a desert community in the face of climate change.
- Knowledge of Utah's social and political landscape, and experience working in Utah communities, is a plus.
- Leading and supervising professionals towards impactful strategic outcomes in a fast-paced work environment.
- Highly organized with the ability to manage multiple deadlines.
- Proficient in Microsoft Office Suite, Google Drive, QuickBooks, Mailchimp, social media posting, and WordPress. Ability to learn and apply new software tools as needed.

*The details outlined above are essential functions of this position, not meant to be an exhaustive list of all duties and responsibilities that may arise.*

**Salary Range and Benefits:**

This is an annual full-time exempt salaried position. The salary range for this position is \$65,000 - \$75,000 based on experience. Benefits include a paid time off program (vacation, holiday, and sick time), employer-paid health insurance, a retirement plan with employer contribution, family leave plan, flexible work schedule with partial remote work, and professional development opportunities. CSU will also provide the executive director with a smartphone and laptop computer.

**To Apply:**

Submit your cover letter and resume as a single PDF with the file name and subject line: "Executive Director Application – [Your Full Name]" to Ed Andrechak, [ed@conserveswu.org](mailto:ed@conserveswu.org). Please reach out with any questions about the position.

Applications will be considered on a rolling basis until the position is filled. We will begin reviewing applications on April 25, 2022. The position's start date is spring/summer 2022.

Conserve Southwest Utah provides equal employment opportunity to all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, disability, sex, age, and any other status protected by law.