



Job Description
Associate Director
Grand Staircase Escalante Partners
Kanab, Utah 84741

Reports to: Executive Director

Hours: 40 hours per week, primarily Monday- Friday, but occasional evening and weekends are required.

Salary Range: \$45,000 - \$50,000

Location: The ideal candidate will live within the gateway communities of the Grand Staircase or along the Wasatch Front. This is negotiable for the right candidate. There will be a moderate amount of travel required for this position.

Education and Experience:

- 2-4 years of fundraising experience
- Experience working with conservation organizations preferred
- Bachelor's degree strongly preferred

Primary Duties: Leads fundraising campaigns and grant writing, coordinates closely with the Board of Directors during campaigns. Works primarily with volunteer Board of Directors and monitors other volunteers working with AD position. Collaborates with program leads for volunteer reporting and appreciation. Assists the Executive Director with event planning and communication in coordination with Outreach Coordinator. Key objective is to support a growing organization, maintain momentum and stability in a shifting environment.

Successful Candidates will:

Understand:

- The governance structure of nonprofit organizations
- The region and landscapes of Grand Staircase-Escalante National Monument

Have experience with:

- Successful fundraising campaigns
- Successful grant proposals
- Working with a Board of Directors
- Working with volunteers
- Working collaboratively as well as independently with little direct supervision
- Strong writing skills
- Strong organizational skills

Be able to:

- Travel for conferences or events throughout the region
- Communicate clearly and effectively to a wide audience

- Flexible and positive in a sometimes challenging environment
- Learn and adapt when necessary

Primary Tasks and Responsibilities

1) Fundraising

- Work with the Executive Director to leverage the momentum GSEP gained in 2017 and continue fundraising success in the long term with private donors and foundations
- Work with the Executive Director to develop an annual fundraising calendar and lead coordination of fundraising campaigns
- Develop fundraising messaging in coordination with the team
- Supports relationships with key donors.

2) Volunteer Coordination

- Develop relationships with each member of the volunteer board of directors to engage them in GSEP functions and outreach.
- Work with the Executive Director to oversee the citizen monitoring project of newly excised lands from Grand Staircase-Escalante National Monument.
- Work with program leads and Executive Director to organize bi-annual volunteer appreciation events and will be available to program leads to coordinate volunteer programs as needed.

3) Communications

- The Associate Director will work closely with the Executive Director to coordinate communication to volunteers, members and supporters. This includes specific fundraising and advocacy campaign messaging, and regular messaging to supporters.

4) Event Coordination

- The Associate Director will work with Executive Director, Board of Directors and volunteers to plan special events including community meetings, cocktail parties or other special events. AD will work with program leads to ensure event tracking data is current.

Results Expected

The right candidate for Associate Director will ensure that fundraising momentum is maintained and relationships with significant donors are nurtured and grown. Currently, there is funding for 12 months for this position, and the AD will need to fundraise for her/his own position in addition to the other operational needs for GSEP.

AD will engage a dynamic board and volunteers, expanding the capacity and impact of GSEP on Grand Staircase-Escalante National Monument.

AD will produce well-written and timely communication to tell the GSEP story to supporters and be key in expanding membership and support through campaigns and relationship development.

Disclaimer: This job description is meant as a general guide to the position and may not be inclusive of all responsibilities, expectations and conditions that arise during employment.

To Apply: Submit a cover letter and [résumé](#) to admin@gsenm.org

Please apply by April 15th