



Position Description

Title: Chief Development Officer
Reports to: CEO
Location: Salt Lake City, Utah

The Utah Pride Center (UPC) has been part of the fabric of Utah LGBTQ+ life for over 29 years. The vision of the Center is *“to ensure a thriving LGBTQ+ community in Utah”*. Utah Pride Center services include mental health resources, adult focused programming, senior programs, resources for youth, an annual Pride celebration, and community space. Utah Pride Center opened its doors in a beautiful new space in 2018. UPC is governed by a 17-person Board of Directors and a dedicated staff of 16.

THE POSITION:

The Chief Development Officer (CDO) is a new and exciting full-time position for UPC. In partnership with the CEO and Board of Directors, the CDO will lead efforts to design and implement a comprehensive resource development program that focuses on building donor relationships, major gift development, public and private grants, and special events. The CDO will play a unique role in assisting the CEO and board in building out a long-term development staffing structure, supervising the work of staff with responsibility for development functions, and creating cohesion and synergy between all fundraising activities, events, and communications. The CDO will plan and execute all external communications to create a strong organizational image and communicate the impact of the UPC mission.

THE RESPONSIBILITIES:

DEVELOPMENT & DONOR RELATIONS

- Establish robust resource development capability by creating systems and processes that prioritize identification, cultivation, and stewardship of existing and potential donors.
- Cultivate new individual donors by identifying, evaluating and cultivating prospects and expanding the sustaining membership program.
- Increase giving of existing donors by establishing personal relationships, soliciting major gifts, and providing new opportunities for institutional donors to invest in UPC.
- Maximize CRM capability to ensure proper accounting, acknowledgement of gifts and stewardship of donors.
- Develop relationships with institutional donors (foundations and corporations) focused on major gifts and donor retention.
- Support grant writer to ensure seamless preparation, submission and reporting of grants.
- Support the engagement of the board of directors in fundraising activities.
- Inspire and model a culture of philanthropy among staff, the board of directors and volunteers.

EVENT LEADERSHIP & MANAGEMENT

- Oversee planning and execution of fundraising and public awareness events to improve efficiency and increase return on investment.
- Lead and carry out fundraising strategy for all events (Pride Festival, Road Rally, Gala, etc.) focused on cultivation and solicitation of sponsors, cash and in-kind contributions.
- Supervise event planning and logistics.

MARKETING & COMMUNICATIONS

- Plan and implement external communications across all platforms and communication channels that supports the UPC brand and elevates the organization's profile in the community.
- Establish and manage a regular timeline for publications including annual report, newsletters, social media, etc.
- Support media relations activities.

TEAMWORK & LEADERSHIP

- Work collaboratively with CEO to establish and carry out annual resource development goals and objectives.
- Oversee and support the work of other external relations staff to create efficiency and effectiveness.
- Manage timeline and work processes of all external relations staff.
- Provide coaching to team members focused on clear expectations, accountability, and skill building.

THE SKILL SET AND ATTRIBUTES:

- Three to five years experience in resource development, fundraising, and special events.
- Ability to think strategically as well as handle day-to-day development functions.
- High level proficiency with office technology with a focus on resource development (CRM systems, event management platforms, social media applications, etc.)
- Ability to manage multiple objectives and competing priorities.
- Enthusiastic about engaging personally with donors, community leaders, and other stakeholders.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Willingness to accept challenges, learn new skills, and adapt to evolving technology.
- Passionate about UPC's mission and experience working with LGBTQ+ communities and individuals.
- Ability to work independently and as part of a team.

THE COMPENSATION & BENEFITS:

- Utah Pride Center is offering a comprehensive compensation package inclusive of salary and benefits. The salary range is \$90,000-\$115,000 DOE. Benefits include: Medical coverage, 401(K) match, generous paid time off, and relocation assistance.

TO APPLY:

Pathway Associates has been retained to lead this recruitment effort on behalf of the Utah Pride Center. Inquiries, nominations, or applications (including a cover letter and resume) should be directed electronically and in confidence, to LeAnn Saldivar at recruitment@utahpridecenter.org with "CDO" in the subject line. We

are pleased to answer any questions or supply further information as needed. All inquiries or referrals will be held in strict confidence.

Closing Date: November 15, 2021

Utah Pride Center (UPC) is a proudly queer, anti-racist, affirmative action employer. Our commitment is to provide and sustain a diverse work environment that reflects the community we serve. All employment decisions at UPC are based on professional needs, job requirements, and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV status, sexual orientation, gender identity and expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations of Utah. Visit our website at www.utahpridecenter.org

Candidates for employment at Utah Pride Center should be aware that this is a unique work environment in which topics of sexuality, sexual orientation, and gender identity are an integral part of our day-to-day community interactions. Individuals who are uncomfortable with such topics, discussions, and the occasional related graphic representations may choose not to work at UPC.