Executive Director

Job Description

The Alliance for a Better Utah is seeking a creative, dynamic, engaging, and passionate Executive Director to lead the organization and Board of Directors. The position is tasked with overseeing the day-to-day operations of Better Utah, including the drafting and implementation of a strategic communications plan, ensuring the financial success and stability of the organization, engaging the Board of Directors, managing staff/interns, serving as a spokesperson, and developing and maintaining relationships with donors, stakeholders, and strategic partners.

Key Responsibilities:

1) Lead and manage all day-to-day aspects of the organization including messaging, rapid response, media relations, fundraising, administration, and board development;

2) Develop, oversee, and implement an annual strategic communications plan involving earned, paid, and social media;

3) Serve as a spokesperson, and work to develop and promote additional voices to speak on behalf of the organization and strategic communications plan;

4) Work with Executive and Governance Committee to develop annual budget(s) and oversee their implementation;

5) Engage in and oversee fundraising efforts, including working with Board Chair and Finance Committee to develop and meet the goals of an annual fundraising plan;

6) Ensure finance reports and other reports are filed timely and accurately;

7) Develop and maintain relationships with donors, political and non-profit leaders, national partners, and other stakeholders of the organization;

8) Manage administrative, budgetary, and human resources for the organization; and,

9) Other duties as necessary.

Preferred Qualifications:

1) Creative, dynamic, and engaging personality that is willing to work independently and can inspire a team;

2) Strong sense of political strategy and ability to quickly adapt to a changing political environment;

3) Goal-orientated and willingness to hold self and others accountable;

4) Excellent verbal, written, and interpersonal communication skills, including attention to detail;

5) Experience with grassroots organizing and issue advocacy campaigns;

6) Ability to work quickly and cooperatively under pressure;

7) A team orientation that combines collegiality and creativity to drive and motivate others;

8) Bachelor’s degree and/or a background in messaging and communications; and,

9) Comfortable with a computer, Microsoft office, and working with data.

Salary: Salary and benefits commensurate with experience.

To apply, please send resume, cover letter, writing sample, and references to jobs@betterutah.org.