



**Communications and Development Manager
Park City Conservation Association dba Recycle Utah**

Position Description

The Development and Communications Manager is responsible for developing Recycle Utah's fundraising campaigns, communicating with current and prospective donors, overseeing event strategy/logistics and maintaining the Recycle Utah brand.

The primary duties of the Development and Communications Manager include community outreach through press releases, website updates and social media networks, marketing through collateral materials, and development. Works closely with the team to create and implement annual fundraising and events plans.

Development and Communications Manager must be personable, creative, flexible, highly organized and self motivated. Must meet deadlines and multi-task with a high level of accountability and attention to detail.

Work Environment

Fast paced, active, high energy, busy recycling center. Shared office space in a casual environment. It does require in-person work, but may be done remotely some of the time as adequate staffing permits.

Benefits

Expected starting pay for this position is \$46,000. We offer competitive pay and benefits including 100% employer paid medical insurance (employee only at 100%), a Simple IRA and 3% match, paid time off, and more.

Major Areas of Responsibility

- Media communications and community outreach
- Produce effective and well-attended fundraising events with Events Coordinator
- Donor stewardship and management, including reporting
- Operations, warehouse and front office duties as needed
- Grant writing and research
- Assist Executive Director with various tasks

Specific Responsibilities

Development:

- Identify prospective individual and corporate donors and develop strategies to cultivate relationships. Must be comfortable asking for donations (or learning how to do so if you have no experience) and interacting with donors in a variety of situations
- Manage corporate bin sponsorship program

- Input donations and generate donor correspondence
- Seek out grant opportunities and work with team to write applications
- Hire, train, and manage a team Events Contractor, Volunteers and Interns
- Collaborate on management and planning of fundraising and educational events

Marketing/Communications:

- Manage media and outreach strategy
- Update website including events calendars and blog monthly or as needed
- Maintain media presence through channels such as social media, e-newsletters, press releases, public service announcements, and “Green Tips” articles, bi-annual printed newsletter
- Work with external design team when necessary
- Maintain signs, forms, and educational materials (brochures, handouts, etc.)

Additional Duties:

- Volunteer and Intern management
- Center operations (answering phones, greeting customers, etc.)
- Represent Recycle Utah in a positive manner at all times
- Participate in classroom visits as requested
- Other duties as assigned

Required Knowledge, Skills, and Abilities

Broad knowledge and experience in environmental sustainability and community outreach

Experience in a non-profit organization and development

Excellent skills in Microsoft Office suite and social media platforms

Demonstrated ability to learn new software

Demonstrated ability to communicate effectively with diverse populations

Preferred Knowledge, Skills, and Abilities:

Familiarity with the following programs: Salesforce, Adobe Creative Suite, Hootsuite/Buffer, WordPress

Fluency in conversational Spanish is helpful.

Education and Experience

Bachelor’s Degree or equivalent experience in marketing, event management, and/or fundraising is required. 2 - 3 years professional experience required.

Reporting and Other Details

The Development and Communications Manager reports to the Executive Director. This is a full-time salaried position (40 hours per week) that requires periodic evening and weekend work. Travel to offsite meetings, educational events, and outreach activities may be required. This position must be available and physically able to manage or assist at outreach and fundraising events. Other responsibilities may be required by the Board of Directors or Executive Director to fulfill the mission and goals of Recycle Utah.

How to Apply

Interested applicants should send a short letter of interest and resume (in pdf format) to Carolyn Wawra, Recycle Utah Executive Director at director@recycleutah.org.