Director of Development

Park City Conservation Association dba Recycle Utah

Location: Park City, Utah
Reports To: Executive Director
Position Type: Full-Time, Exempt (occasional evenings and weekends)
Compensation & Benefits

- $60,000-$75,000
- 100% employer-paid medical, life, AD&D and LTD insurance
- 3% retirement match

Applications received by October 9, 2026, will receive first consideration. The position will remain open until filled.

Position Summary

Recycle Utah is entering one of the most important chapters in its 35-year history. The Director of Development will lead the relationships, fundraising strategy, systems, and community engagement needed to support and strengthen the organization for its next generation of impact. This senior leadership role is a close strategic partner to the Executive Director and combines big-picture thinking with hands-on execution across major gifts, donor stewardship, events, grants, communications, and development operations.

Key Responsibilities

Capital Campaign & Major Gifts

- Partner with the Executive Director, Board, campaign leadership, and outside advisors to plan and execute the capital campaign for Recycle Utah's new facility
- Manage campaign strategy, timeline, prospect pipeline, cultivation plans, solicitations, pledges, and stewardship
- Identify, research, cultivate, solicit, and steward major donors and prospects
- Prepare the Executive Director, board members, and campaign leaders for donor meetings and solicitations
- Develop compelling proposals, presentations, campaign materials, and donor communications

Fundraising Strategy & Donor Development

- Create and implement an annual development plan with clear goals, strategies, timelines, and measures of success
- Grow and diversify support from individuals, major donors, businesses, foundations, grants, events, and recurring donors
- Build authentic, long-term relationships with donors, community leaders, businesses, and strategic partners
- Strengthen donor retention, recognition, stewardship, and engagement

Events & Community Engagement

- Lead fundraising and donor engagement events from concept through follow-up
- Manage event timelines, budgets, sponsorships, vendors, logistics, volunteers, communications, and evaluation
- Ensure events are welcoming, mission-focused, financially successful, and integrated with broader fundraising goals

CRM & Development Operations

- Own the accuracy, integrity, and effectiveness of Recycle Utah's donor database/CRM

- Maintain donor records, gifts, pledges, interactions, acknowledgments, prospect information, and next steps
- Build practical systems for moves management, segmentation, reporting, gift processing, and follow-up
- Provide regular fundraising dashboards and pipeline updates to the Executive Director and Board

Grants, Corporate & Institutional Giving

- Identify aligned foundation, corporate, government, and institutional funding opportunities
- Develop grant proposals, letters of inquiry, sponsorship packages, reports, and funding requests
- Maintain a reliable calendar of opportunities, deadlines, deliverables, and reporting requirements

Strategic Leadership

- Serve as a trusted thought partner to the Executive Director on fundraising, communications, community relationships, organizational strategy, and special projects
- Work collaboratively with staff, the Board of Directors, committees, volunteers, and community partners
- Help build a culture of philanthropy and shared responsibility for relationship-building throughout the organization
- Represent Recycle Utah professionally and enthusiastically in the community

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Qualifications

Required

- Demonstrated success in nonprofit development, fundraising, major gifts, advancement, or a closely related field
- Experience building donor relationships and making or supporting meaningful financial asks
- Strong event planning, project management, and organizational skills
- Experience managing a donor CRM/database and development operations
- Excellent written, verbal, and interpersonal communication skills
- Ability to manage multiple priorities, work independently, and carry projects from concept through completion
- Sound judgment, discretion, professionalism, integrity, and genuine enthusiasm for Recycle Utah's mission

Preferred

- Experience with a capital campaign or major-gift fundraising
- Experience developing grants, sponsorships, donor communications, and fundraising materials
- Experience working effectively with an Executive Director, Board of Directors, and community partners

Education & Experience

A bachelor's degree or equivalent combination of education and relevant experience is preferred. A specific career path or number of years is less important than demonstrated success, initiative, strong judgment, relationship-building ability, and the capacity to grow with the organization.

Work Environment

A collaborative, community-focused nonprofit environment during a period of significant growth and change. The role is primarily office- and community-based and includes donor meetings, public events, occasional evening and weekend commitments, and regular collaboration across the organization.

Reporting Structure

Reports directly to the Executive Director and serves as a member of Recycle Utah's leadership team. The Director of Development works closely with the Board of Directors, campaign leaders, consultants, staff, volunteers, donors, and community partners.

How to Apply

Recycle Utah is proud to be an Equal Opportunity Employer. We are committed to a diverse, inclusive, and respectful workplace where all individuals are valued. We welcome applicants from all backgrounds.

To apply, please submit a letter of interest and resume to:
Careers@RecycleUtah.org