

Position Title: **Community Engagement Coordinator**

Organization Mission:

Utah Open Lands (UOL) is a 501c(3) nonprofit Accredited land trust conservation association. **Utah Open Lands is committed to permanently protecting Utah's unique quality of life and natural heritage for future generations.** This is achieved by assisting private landowners, government agencies and communities in the voluntary preservation of the agricultural, scenic, recreational, historic and wildlife values of open land. We seek **to create a conservation conscious public** that respects the delicate balance of heritage, biodiversity, restoration and resources of the land.

Position Summary:

The Community Engagement Coordinator at Utah Open Lands (UOL) plays a pivotal role in furthering the organization's mission to preserve and protect Utah's open spaces for future generations. This position requires a highly skilled professional who can independently manage Outreach and Education projects, submit grant funding requests, manage grant reporting requirement and reports, leverage in-depth institutional knowledge, and provide strategic guidance to organizational team members. Elevating the current branding of the organization with mixed media, utilizing earned media opportunities and brand awareness are considered part of this position. Working closely with the Executive Director and the UOL team, the Coordinator will assist cultivating relationships with donors, partners, corporate sponsors, create high-impact events. Utilizing volunteers to accomplish numerous parts of UOL's vision and mission requires overseeing the organization's volunteer programs, and drive outreach initiatives. Exceptional written and verbal communication skills are essential for the position and video and other visual medium skills are considered desirable for the effectiveness of this position. The ability to think strategically, innovate, and execute initiatives with minimal supervision is considered a requisite part of the position.

Primary Responsibilities:

Grant Writing:

- Secure external funding through grants proposals, sponsorships packages federal, state and local funding source applications.

Create effective visual and written content that inspires community engagement in Utah Open Lands:

- Research, write, and manage grant proposals and reports

Outreach Management:

- Oversee the development and execution of outreach strategies, crafting impactful materials that resonate with target audiences.

- Enhance UOL's online community engagement through innovative and consistent social media strategies.

- Analyze outreach data to identify trends and opportunities for increased community engagement and support for land conservation initiatives.

Creative Content and Marketing:

- Lead the design of high-quality, informative marketing materials, ensuring alignment with UOL's branding and messaging.
- Develop compelling email newsletters and coordinate media opportunities to elevate UOL's public presence and advocacy efforts.
- Create video and visual content for multiple platforms

Sponsorship and Corporate Giving:

- Develop and execute a sophisticated sponsorship and corporate giving strategy that aligns with UOL's overarching goals, enhancing revenue streams and community partnerships.
- Cultivate and maintain strong relationships with corporate sponsors, securing support for key initiatives and maximizing sponsor benefits.
- Lead cause marketing collaborations with corporate partners to further UOL's visibility and impact.

Donor Management and Fundraising:

- Spearhead donor management efforts, including database maintenance and analytics, to optimize engagement and retention strategies.
- Collaborate with the Executive Director on major donor solicitation and corporate fundraising initiatives, leveraging data-driven insights to strengthen relationships.
- Design and implement donor cultivation events and produce compelling fundraising content across various platforms.

Event Planning and Coordination:

- Strategically lead the planning and execution of UOL's signature events, such as the Portraits of Preservation Gala and major donor initiatives, ensuring alignment with organizational goals and mission.
- Collaborate with cross-functional teams to secure sponsorships, auction items, and in-kind contributions, utilizing advanced negotiation and relationship-building skills.
- Oversee comprehensive event logistics, including venue selection, vendor management, and post-event analysis to enhance future initiatives.

Volunteer Management:

- Design and implement a robust volunteer management strategy, creating meaningful opportunities that engage volunteers in stewardship projects and events.
- Mentor staff in effective volunteer coordination, fostering an environment of growth and collaboration.
- Innovate special initiatives to deepen relationships with UOL donors and enhance volunteer retention.

Qualifications:

Required:

- 3+ years of relevant experience in nonprofit development, event management, or community engagement, with a proven track record in securing major gifts and sponsorships.
- Grant writing experience in researching, writing, and securing grants from a variety of funding sources, preferably in the nonprofit sector
- Demonstrated expertise in managing multifaceted projects from conception through execution, with a focus on achieving strategic objectives.
- Exceptional communication skills, excellent written and verbal communication skills with the ability to craft persuasive proposals and engage with members, donors and the general public
- Strong, organizational, and analytical problem-solving skills, capable of navigating a fast-paced environment.
- Fundraising knowledge, comprehension of nonprofit fundraising principles, including grant writing, donor cultivation, and membership development.
- Valid driver's license and ability to transport event materials.

Preferred:

- Bachelor's degree in a related field or equivalent experience in nonprofit management or community engagement.

Work Type & Schedule:

- Full-time (40 hours/week), with flexibility for evening and weekend events as needed.
- Based in Salt Lake City.

Compensation + Benefits:

- \$45,000 - 57,000 annual salary based on relevant experience; and
- Benefits include: Comprehensive health insurance, retirement plan, paid holidays, paid sick time, and paid time off.

How to Apply:

Please email the following materials to info@UtahOpenLands.org with "Community Engagement Coordinator" in the subject line:

1. Resume
2. Names, titles, and phone numbers of three professional references.
3. A one-page response addressing:
 - Your interest in this position.
 - The unique strengths you will bring to the team.

Applications will be accepted until January 15, 2025, at 5 PM.

Equal Opportunity Employer:

UOL values diversity and encourages individuals from underrepresented groups, including people of color, people with disabilities, veterans, and LGBTQ candidates, to apply.