
Interim/Permanent Executive Director

Location: Salt Lake or Utah County

Salary Range: \$25-30/hour

Hours: 30 hour/week initially, with full-time potential as organization grows

Timeline: Immediate hire as of January 2020, subject to evaluation after interim 3-6 month engagement.

Benefits: Results-oriented work environment with highly flexible schedule, occasional evening and weekend requirements

Reports To: board of directors through the chair of the board

LDS Earth Stewardship is seeking a visionary Executive Director to advance an ambitious and disciplined organizational and public communication program. Our mission, "*We honor the Creator by living and testifying of gospel principles of earth stewardship,*" highlights that practical stewardship is rooted in personal faith. LDS Earth Stewardship promotes earth stewardship as a shared value among individuals of broad political backgrounds, allowing them to reach their own conclusions about specific policy issues.

LDS Earth Stewardship is based in Utah, but has members and supporters throughout the United States and abroad.

The executive director has operational responsibility for LDS Earth Stewardship's board, volunteers, programs, and execution of the organizational mission, including marketing and fundraising. The executive director executes on the short-term needs of the organization focusing on efficient process formation, role delineation, budgeting, and transparent communication.

Responsibilities

Act as the public face of LDS Earth Stewardship: the Executive Director is an ambassador to other organizations, especially to The Church of Jesus Christ of Latter-day Saints.

Program Management (30% of responsibilities): the executive director has operational responsibility for volunteers, programs, and execution of the organizational mission. The executive director executes the vision of the board and uses the board's time efficiently.

Awareness and Messaging (30% of responsibilities): the executive director is responsible for creating strong marketing, messaging strategies, and consistent content that improves awareness and contributes to non-partisan, inclusive gospel-centered earth stewardship.

Fundraising (40% of responsibilities): in partnership with the board, the executive director is responsible for directing and executing the fundraising plan, setting and achieving financial goals, while fostering ongoing relationships with donors. Defers major decision-making on programs and expenses to the board.

Qualifications

Knowledge

1. non-profit management
2. bookkeeping
3. non-profit fundraising
4. marketing and communications
5. event planning
6. Knowledge of LDS culture preferred
7. Education or experience applicable to earth stewardship

Skills

1. Strong written and verbal communication skills
2. Excellent organization and people management skills
3. Basic financial statement literacy
4. Organized and motivated to create efficient internal processes
5. Demonstrated fundraising experience

Abilities

1. Ability to manage multiple projects and programs.
2. Ability to work productively with board members, volunteers, and staff team members. Willing to take feedback and work with board members as directors.
3. Ability to manage a budget and work within the constraints of that budget, and handle the day to financial transactions of the organization.
4. Ability to lead small organization through transition.
5. Ability to investigate and implement strong technology solutions.
6. Ability to create financial reports and processes for future accounting and reporting.
7. Proven ability to work independently and remotely; demonstrates accountability and transparency.

Desired Experience:

- Bachelor's degree or equivalent practical experience; master's preferred
- Three (3) years minimum nonprofit management and leadership experience

How to Apply

Please send a cover letter and resume in one pdf named "interimdirector_ *insert your initials*" to info@ldsearthstewardship.org. Applications Due: February 21st, 2020, 5 pm MST, but will be accepted until the position is filled.

LDS Earth Stewardship was founded in 2011. We are a 501(c)3 non-profit organization.

www.ldsearthstewardship.org. LDS Earth Stewardship is committed to a policy of providing employment opportunities to all qualified people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, gender, sexual orientation, marital status, age, veteran status, or physical or mental disability.

Please apply even if your experience and interests aren't an exact match with what we've laid out in this job description.
