



**Utah Physicians for a Healthy Environment  
Executive Director  
Position Opening**

## Summary

**The Board of Directors of Utah Physicians for a Healthy Environment (UPHE)** welcomes applications for the next **Executive Director** of the organization. Our ideal candidate would have more than three years of experience in a non-profit or other organization with proven success in leadership, organizational management, grant development and advocacy. The candidate would have a deep interest in air quality and other environmental concerns in Utah and the aptitude to quickly understand the medical/scientific, political, legal, technical and social settings around the issues addressed by the organization.

## Organization Background

Founded in 2007, UPHE's mission is to protect the health and well-being of the citizens of Utah by promoting science-based health education and interventions that result in progressive, measurable improvements to the environment. We have 4,000 members, including more than 400 health professionals as well as close to 7,000 supporters on social media. Some of our online campaigns have reached more than 20,000 viewers. For more information, please visit [www.uphe.org](http://www.uphe.org) or at <https://www.facebook.com/utahphysiciansforahealthyenvironment/>

## Responsibilities of the Position

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for UPHE's finances, staff, programs, and execution of its mission. S/he will oversee strategic direction on core programs, partnerships, operations, and fundraising.

## Leadership & Management:

- Ensure ongoing success of core programs, issues and campaign efforts. This includes strategic direction and implementation of all campaigns, setting and meeting quarterly and annual goals.
- Maintain all finance and administration programs.
- Maintain, and develop a strong Board of Directors: serve as ex-officio member of all sub-committees, engage board involvement in all programs, strategic directions, ongoing local operations, and coordinate all fundraising responsibilities with the Board.
- Actively engage with all existing and new partnering organizations.
- Manage all communications and UPHE representation within the public arena, including both organizational outreach and all platforms of communications.
- Provide ongoing leadership and guidance to staff, including a performance management program.
- Oversee organizational outreach programs and efforts along with staff, recruiting and training volunteers, and increasing and maintaining membership database growth.



UTAH PHYSICIANS  
for a HEALTHY ENVIRONMENT

### Fundraising

- Oversee and manage current and new grants and donations.
- Expand local revenue generating and fundraising activities to support existing programs and day to day operations. This includes setting and meeting fundraising goals, maintaining existing and developing new individual donor relationships, identifying and writing grants, and coordinating all membership fundraising efforts.

### Communications:

- Responsible for all aspects of organization's communications—including maintaining and developing local and national media/reporter relationships, content of opinion pieces, website presence and maintenance, all necessary platforms of social media, to external relations with the goal of maintaining and strengthening the organization's brand as a powerful, science/health-based environmental organization.

### Qualifications

The ideal ED must be committed to UPHE's mission. All candidates should have proven leadership, coaching, and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Bachelor's or advanced degree in environmental studies, public administration, political science, communication, or any other relevant field.
- A minimum of three years direct experience in non-profit advocacy with proven strategic skills. Action-oriented with proven ability to follow through.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Excellence in organizational management with the ability to manage day to day operations, coach staff, set and achieve strategic objectives, and manage a budget.
- Demonstrated strong media and public relations skills, and fundraising experience with the ability to engage a wide range of stakeholders.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and project skills. Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

### Compensation and Application Deadline

- Annual salary range of \$45,000 – 50,000. We offer a fun, laid back environment with a flexible work schedule, located in a great community within in a world-class outdoor environment.
- **Search Timeframe: The application period will be open until the position is filled. Applications received by July 13, 2018 will be prioritized for review.** We are looking to immediately fill this position. Please submit a cover letter and resume to [dcawleyuphe@gmail.com](mailto:dcawleyuphe@gmail.com). Short-listed candidates will be asked to provide a brief writing sample and 3 professional references.
- UPHE participates in E-Verify. Please read important information [here](http://uphe.org/about-us/title-vi-compliance/) (<http://uphe.org/about-us/title-vi-compliance/>).