

EXECUTIVE DIRECTOR

The Utah Council for Citizen Diplomacy (“UCCD”) offers an exceptional opportunity for a professional interested in international diplomacy to apply those skills to help shape U.S. foreign relations “one handshake at a time.” Since 1967, UCCD has promoted respect and understanding between the people of Utah and other nations as a non-partisan, non-profit, community-based organization that collaborates with the U.S. Department of State’s Exchange Programs. UCCD offers Utahns an opportunity to play a vital role in America’s diplomatic engagement with citizens around the world. The UCCD Executive Director is critical in leading this organization and in building bridges between the people of Utah and emerging leaders across the globe.

Each year, UCCD welcomes and provides programming and logistics for nearly 400 leaders from over 100 different countries to Utah to meet with their professional counterparts and to meet with ordinary citizens. These exchanges occur through meetings and home-host dinners coordinated by UCCD staff. UCCD is guided by the belief that respect and understanding is cultivated through person-to-person meetings and open dialogue. Help build a more peaceful world through citizen diplomacy.

Our current Executive Director is relocating and leaves behind one of the most trusted and successful councils in our national network, a council well positioned for continued success under new leadership.

Responsibilities

Leadership & Management

- Implement the organization’s strategic plan and develop a measurement framework to track and report progress toward goals.
- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems.
- Actively engage and energize UCCD board, staff, volunteers, funders, and partnering organizations.
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio member of each Board committee.
- Recruit, lead, coach, develop, and retain UCCD staff.

Fundraising, Marketing & Communications

- Expand local revenue generating & fundraising activities to support existing program operations.
- Deepen and refine all aspects of marketing and communications – from web presence to external relations with the goal of creating awareness of the organization.
- Foster community relationships to garner new funding and programming opportunities.
- Advocate to elected officials at federal and state levels.

Qualifications

The successful candidate will demonstrate their passion and commitment to UCCD’s mission through their prior work and experiences. All candidates should have proven leadership, coaching, and relationship

management experience. Candidates from non-profit, government, and for-profit sectors will be considered. While not required, the following qualifications are highly desirable:

- Advanced degree, with at least 5 years of senior management experience; track record of effectively leading and scaling a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Excellence in organizational management with ability to coach staff, manage and develop high-performance teams, set and achieve strategic objectives, and create and manage budgets.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Exceptional written & verbal communications skills; a persuasive and passionate communicator.
- Action oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Experience in an international context, either work or education related.
- Expertise in grant writing and reporting, contract management, and non-profit public reporting requirements.
- Past success partnering with a government agency at the federal, state, and/or local level.

Key Traits

Key traits of the Executive Director include: ♦ self-directed ♦ creative thinker ♦ problem-solver ♦ cultural competency ♦ adaptable to changing circumstances ♦ highly organized ♦ ability to work within a non-partisan context ♦ sensitivity to global and cultural diversity ♦ interest and understanding of global, Utah, and community affairs ♦ gracious ♦ engaging and confident in varied social situations ♦ projects a polished, professional brand.

Other Information

- Hours 8:30 am – 5:00 pm
- Some evenings and weekends required
- Office conveniently located on the campus of Westminster College

Salary & Benefits

- \$56,000 - \$64,000, based on experience
- 401K Plan
- Holidays and Paid Time Off

To Apply

- Submit cover letter and resume to Ryan Hessenthaler, Board Chair, at rguess@yahoo.com
- Applications accepted through August 28, 2017
- Position available September 2017
- To learn more, visit www.utahdiplomacy.org