



EXECUTIVE DIRECTOR

Utah Clean Air Partnership (UCAIR) is a statewide nonprofit organization created to make it easier for individuals, businesses, and communities to make small changes to improve Utah's air.

UCAIR envisions a day when all Utahns have access to clean, healthy air. Through science-based education and strategic partnerships, UCAIR leads cooperative solutions to improve air quality in Utah's communities.

The Role

We are seeking a visionary, bridge-building leader to activate the UCAIR 2025 strategic plan by expanding partnerships with government agencies, environmental organizations, businesses, and community stakeholders to advance collaborative air quality solutions across the state of Utah.

The Executive Director will be responsible for expanding and stewarding UCAIR's funding base by cultivating strong relationships with corporate sponsors, philanthropic partners, government funders, and individual donors. This includes developing and executing a strategic fundraising plan, identifying new funding opportunities, and ensuring consistent donor engagement and stewardship.

As the organization's primary public ambassador, the Executive Director will translate complex air-quality data into practical actions that individuals, communities, and organizations can take to improve air quality.

The Executive Director will drive the strategic impact of UCAIR's programs and initiatives, ensuring they are delivered efficiently and move the needle on Utah's air quality. This role includes supervising staff, coordinating partnerships, managing the organization's budget and day-to-day operations, and ensuring that programs and public awareness campaigns effectively engage Utah residents.

DUTIES AND RESPONSIBILITIES

Financial Stewardship

- Ensure UCAIR's financial stability by developing fundraising plans, writing funding proposals, and fostering donor relationships.
- Maintain the organization's fiscal health and transparency through comprehensive budget management.

Ambassadorship

- Cultivate a broad coalition of partners, from community groups, donors, government officials, the media, and other organizations, to advance UCAIR's mission and strategic priorities.
- Act as the "Face of UCAIR," representing UCAIR's mission and work in a variety of public and private forums, including with elected officials, while serving on boards, and while attending, participating, and hosting public-facing events.

Mission Execution

- Oversee the organization's work by defining priorities, aligning efforts, and achieving results.
- Execute the organization's operational plan while ensuring the most efficient and effective use of resources, meeting the stated expectations of the Board.
 - Effectively manage the planning, implementation, execution, and evaluation of the organization's programs, projects, and services.
 - Approve expenditures within the authority delegated by the Board.
 - Administer funds according to the approved budget, monitor monthly cash flow, and provide the Board with comprehensive, regular financial reports.
- Lead strategic initiatives and facilitate effective collaboration between staff, organizational partners, and the Board.

QUALIFICATIONS

We are seeking a leader who is as comfortable in a boardroom or at the legislative session as they are engaging with local community groups. Our ideal candidate is a passionate advocate for air quality with a proven track record in nonprofit leadership and high-level fundraising.

As UCAIR's primary ambassador, you must be able to work with a wide variety of organizations and individuals to build consensus on complex issues. Because we often work closely with a media and PR agency to develop and amplify public awareness campaigns, public speaking experience, media training, and experience working with the press are preferred. While a functional understanding of air quality issues is ideal, the ability to lead and inspire is essential.

Internally, you will lead a small but highly capable team. We are looking for an Executive Director who is creative, organized, and can motivate a lean staff to drive outsized results. Ideal candidates should also possess the following:

- Strong track record of fundraising
- Excellent written and oral communication skills
- Ability to plan, organize, and manage multiple priorities
- Grants project management skills
- Ability to develop and implement strategic plans and programs
- Ability to work with a minimal amount of supervision
- Understanding of media relations and working with government officials at all levels
- Experience managing complex contracts
- Budget preparation and management skills

- Research, evaluation, and analytic skills
- Excellent computer skills, including word processing, spreadsheets, databases, and website development

A Bachelor's degree is required, along with 4+years of direct management experience.

Salary and Benefits:

Salary: \$100,000 - \$115,000 (commensurate with experience)

Benefits:

- \$5,000 annual health stipend
- 401K participation
- PTO & paid holidays
- Cell phone reimbursement
- Hybrid work schedule
- Potential for annual bonus

To Apply:

Please send a cover letter that outlines your vision for Utah's air quality, your current resume, and three professional references to Holly Yocom – holly@ucair.org. Include "UCAIR Executive Director Search" in the subject line. No calls, please. Applications will be reviewed by the Executive Director Search Committee, and selected applicants will be contacted.

Closing date: April 12, 2026 at 11:59 p.m.