



SLC Police Foundation Executive Director

Job Type

Part-time - 20 hours per week

Hourly Compensation: \$40.00 - \$42.00/hr (\$40,000-\$45,000 annually)

Work Style: In-office, Hybrid

About Us

We are an independent 501(c)(3) nonprofit organization established as a bridge from the community to the Salt Lake City Police Department. The Foundation supports the SLCPD in their efforts to enhance community outreach through positive events and programs that promote crime prevention and public safety.

The Foundation is governed by a board of volunteer community members and is not governed, directed, or controlled by the Salt Lake City Police Department nor any Salt Lake City Government organization.

Our Mission

Supporting the Salt Lake City Police Department through community connections, thereby building stronger and safer neighborhoods.

Our Work

While it is the responsibility of the city to support police and keep people safe, the Foundation was created to build on community policing objectives. Community policing means preventing crime, instead of just reacting to it. The approach is to create a relationship allowing police to be a part of the community, not apart from it, so enforcement is not necessary.

Salt Lake Police Foundation is seeking an Executive Director to lead the efforts for all activities at the organization.

The Salt Lake City Police Foundation seeks a motivated, independent, and experienced part-time Executive Director to lead and manage the operations, strategic initiatives, and community outreach for our small but impactful organization. This individual will work closely with the Board of Directors, Board Chair, SLCPD, and community members to fulfill the foundation's mission of supporting and enhancing public safety initiatives, community engagement, and SLCPD resources.

As the organization's face, the Executive Director will ensure the Foundation's long-term growth and sustainability alongside the Board. They will handle all aspects of the work and support community-police engagement and public safety initiatives.

The ideal candidate is an independent thinker, fundraiser and executor, collaborative in their approach to the work, and with excellent communication skills. They must be adept at problem-solving, managing multiple projects, balancing priorities, and demonstrating flexibility.

They will bring strong organizational management, strategic leadership, excellent communication, exceptional fundraising ability, and savvy people management.

Who you are:

- You are an experienced, innovative professional with a proven ability to successfully manage and lead an organization.
- You have an authentic belief in the purpose, values, and impact of community policing.
- You are a skilled communicator and storyteller who loves public speaking, connecting with others, and nurturing relationships.
- You gracefully confront difficult situations and lead uncomfortable conversations with courage and kindness.

Key Responsibilities:

Leadership and Strategic Planning

- Provide overall leadership and strategic direction for the foundation, ensuring alignment with mission, goals, and objectives.
- Work closely with the Board Chair and Directors to develop and implement programs, policies, and procedures.
- Collaborate with SLCPD to identify needs, plan initiatives, and support departmental and community objectives.

Fundraising and Financial Management

- Work with Board to establish short-term and long-term fundraising goals, support sustainability and meet the challenges and opportunities resulting from Salt Lake City population growth.
- To meet financial goals, develop and execute fundraising strategies, including grant writing, corporate sponsorships, donor engagement, and special events.
- Manage the foundation's budget, ensure responsible financial management, and regularly update the board on financial health and fundraising progress.
- Oversee financial records, track expenses, and ensure compliance with all local, state, and federal regulations.
- Expand fundraising activities to support sustainability and meet the challenges and opportunities resulting from population growth.

Community Engagement and Public Relations

- Act as a key representative and spokesperson for the foundation, promoting the organization's mission and programs to the public, donors, and stakeholders.
- Build and maintain relationships with community leaders, local businesses, and other organizations to increase support for foundation initiatives.

- Manage communication efforts, including social media, newsletters, and other outreach efforts, to keep the public informed of foundation activities and their impact.
- Foster an inclusive culture that is collaborative, transparent, respectful, and affirming.
- Value the perspectives and contributions of community members and promote an inclusive environment.

Program Development and Management

- Work with the board and SLCPD to identify, develop, and implement programs that support community-police engagement, public safety, and departmental resources.
- Oversee the evaluation and reporting of program effectiveness and impact to the board and funders.
- Coordinate events and activities that promote community engagement, fundraising, and awareness of the foundation's mission.

Board Relations and Administrative Duties

- Serve as the primary liaison between the Board of Directors, SLCPD, and community stakeholders.
- Manage board meetings, prepare reports, and provide updates on foundation activities, financial status, and strategic goals.
- Oversee day-to-day operations of the foundation, ensuring administrative tasks are completed efficiently, including record-keeping, scheduling, and donor database management.

Qualifications:

- Bachelor's degree in nonprofit management, public administration, business, or a related field preferably with experience working with boards and community organizations. Relevant experience may be substituted for college degree
- 2+ years of experience in nonprofit management, fundraising, or a related role, preferably with experience working with boards and community organizations.
- Strong leadership and organizational skills with a proven ability to manage multiple priorities independently.
- Excellent communication, interpersonal, and public speaking skills; effectively engaging with diverse community members and stakeholders.
- Knowledge of fundraising techniques, grant writing, and donor relations.
- Proficient in Microsoft Office Suite, donor management software, and social media platforms.
- Passion for public safety and community engagement, with a demonstrated commitment to supporting law enforcement initiatives.

Preferred Qualifications:

- Familiarity with the local community and its unique challenges and opportunities related to public safety.
- Experience working with public safety organizations, law enforcement, or government agencies.
- The maturity, integrity, professionalism, and experience to earn the trust and confidence of the community, board leadership, police officers, funders, clients, and community partners.

To Apply:

Please submit a resume, cover letter, and three references to ExecutiveDirector@slcpolicefoundation.org by November 25, 2024. Include "Executive Director Application – Salt Lake Police Foundation" in the subject line.

The Salt Lake City Police Foundation encourages candidates of all backgrounds and skill sets to apply.