
Epicenter is Hiring

**Development
Officer**



Development Officer

We are seeking a strategic individual or small team to assist Epicenter's leadership in developing new and existing relationships with donors, corporations, government entities, and private foundations in order to secure philanthropic investments for our non-profit's mission in Green River, Utah, and beyond.

Location:

Remote

(On-Site & Hybrid Options)

Reports to:

Executive Director

Status:

Contracted

APPLICATIONS DUE BY JULY 15TH



ABOUT EPICENTER

Established in 2009, [Epicenter](#) is a 501(c)(3) nonprofit organization based in Green River, Utah, that fosters rural communities through art, design, and housing initiatives. We champion local leadership and creative collaboration to strengthen the social, physical, and economic fabric of our community. Beyond Green River, Epicenter co-leads a national initiative, [Building Common Ground](#), that serves rural and Tribal communities through design.

An agile team of creative professionals, Epicenter has a multidisciplinary approach to problem solving and innovation. Here, we nurture artists, entrepreneurs, and ideas. We're dedicated to our practice, but constantly refining our approach. We are looking for ways to engage our community and other towns, and to help rural citizens envision their future. **That's where you come in.**

Some Epicenter Projects:

[Frontier Fellowship](#) | [Building Common Ground](#)
[Canal Commons](#) | [Green River Rocks](#)

ABOUT YOU

You love rural towns and places.

You have an eye for detail, a mind for problem solving, and an eagerness to help out.

You dream of open spaces, big skies, bold landscapes, and promising futures.

You thrive working independently and in collaboration with a small team.

CONTRACT REQUIREMENTS

Persuasive writing skills including translating anecdotal information and raw data into compelling narrative, writing without AI or jargon, and using crisp, active-voice structuring.

A working personal computer.

Fluency with Google Workspace, specifically Drive, Docs, Slides, and Sheets.

Ability to work on multiple proposals and fundraising campaigns simultaneously.

Ability to work independently and collaborate with a small team.

NOT REQUIRED BUT ENCOURAGED

Proven grant writing experience for small and medium-sized organizations.

Knowledge of the fundraising landscape with a focus on rural, affordable housing, and arts/design/humanities funders.

Proficiency with Adobe programs specifically InDesign, Illustrator, and Photoshop, in order to craft supporting documents and reports.

Proficiency using Slack to effectively communicate with staff, board members, etc.

Experience researching realistic grant opportunities and corporate sponsorships for mission alignment.

Ability to research and request corporate sponsorships and donations.

Experience in securing letters of support from partners.

COMPENSATION & BENEFITS

- Intern / Entry-Level (\$20/hr): Looking to learn. Has skills but needs experience.
- Generalist (\$25 – \$40/hr): Familiar with smaller foundation grants, replicating and updating past grant proposals, and completing corporate giving applications.
- Mid-Career / Experienced (\$50/hr): Can comfortably design project budgets, handle complex state grants, and align narratives with specific funder priorities.
- For any candidate seeking free lodging in Green River, Utah, at Epicenter's Frontier House during this contract, the above hourly rates do not apply.
- Contract may begin as soon as possible but is capped at \$8,000 for 2026.
- Contract renewable for 2027–28 pending review.

APPLICATION PROCESS

To apply, [click here](#) and be prepared to upload the following:

- A resume or CV
- A cover letter outlining your interest and qualifications

Applications will be accepted until a contract is signed. Priority given to submissions prior to July 15th.



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WE CAN'T WAIT TO HEAR FROM YOU



Some Epicenter Projects:

[Frontier Fellowship](#) | [Building Common Ground](#)

[Canal Commons](#) | [Green River Rocks](#)

RURAL  PROUD

EPICENTER

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