



EXECUTIVE DIRECTOR: JOB DESCRIPTION AND CALL FOR APPLICATIONS

The Wyoming Wilderness Association (WWA) is a non-profit organization, led by a state-wide Governing Council, that is dedicated to the implementation of strategic campaigns to protect public wildlands in Wyoming through stewardship, advocacy and education.

Position summary

WWA is seeking a full-time Executive Director (ED), an individual with a vision to lead WWA into a new era as the next presidential administration takes office in 2025. They will develop and execute a strategic plan that is concise, transparent, and effective to carry out the organization's mission to protect Wyoming's wild, public lands from future development and to advocate for the designation of more Wilderness areas in Wyoming. The ED oversees a statewide staff and will be the main policy director of the organization: identifying and monitoring proposed plans and policies (administrative and legislative) that threaten and/or protect Wyoming's public wildlands and advise if action is required. ED's duties include, but are not limited to:

Leadership

- Come with a vision for the organization to present to the board.
- Hire statewide staff (Bridger-Teton Organizer, Communications & Outreach Director)
 - *potentially hire additional staff once vision is set for organization (admin assistant and development)
- Ability to oversee and direct staff in the execution of their specific duties.
- Clear, transparent communication with staff and board.
- Leadership of the staff and Governing Council in a collegial manner.
- Public outreach to convey and garner support for the importance of Wyoming's wildlands.
- Foster a culture in which every staff member plays a role in achieving WWA's mission with honesty, respect, dignity, and accountability.
- Collaboration and relationship building with other stakeholders, including environmental organizations, community leaders, Tribal leaders, elected officials, state and federal agencies.

Policy

- Monitor statewide land issues where there are no dedicated staff and advise the organization on any needed involvement or action
- Serve as a spokesperson for WWA when appropriate with regards to WWA's stance on various wildland policy and proposed actions.
- Communicate regularly with agencies and other conservation groups around proposed projects, i.e. follow SOPAs of each forest statewide
- Engage and write comments on issues related to defending roadless and wildlands where there isn't a current dedicated organizer.
- Research, analyze data and follow public opinion around policy and politics in order to creatively develop strategies that support campaigns and programs that protect Wyoming's public wildlands.
- Assist WWA staff on land policy issues in their areas as needed.
- Organize WWA members and supporters to provide comments on proposed policies and projects.
- Serve as point contact for WWA's Governing Council to stay informed on WWA mission-critical work, provide education, resources, and updates as needed.
- Coordinates with staff and assists with organizational strategic planning: ensure that relevant public land policies and conservation strategies are integrated into relevant programming and strategic vision, i.e. identify future priority landscape campaigns where opportunities exist.

Donor Relations/Fundraising

- Donor relation outreach, relationship building, and maintenance.

- State-wide travel to events, meetings, fundraisers, etc.
- Write grant proposals and reports.
- Decide if there is a need to hire a Development Director to work alongside.

Administrative

- Assure that the Governing Council and staff are in compliance with confidentiality rules, conflict of interest requirements, the bylaws and Employee Handbook of the organization, and the fiduciary responsibility on our 501(c)(3) non-profit tax status and reporting requirements.
- Oversee the publication of newsletters, website maintenance, provide regular updates for the Governing Council, and author letters to the editor and other entities when appropriate.
- After conferring with the President of the Governing Council, propose an agenda for the biannual meetings of the Governing Council and assemble materials for those meetings.
- Develop program budgets, review bank statements, and communicate with WWA's accountant and financial manager to assure compliance and financial liquidity. Maintain the staff adherence to budget and strategic plans, and work to maintain and enhance WWA's financial security.
- Hire and provide oversight of the staff, based on job descriptions and legal requirements of their employment, and assure adherence to WWA policies and the Employee Handbook.
- Create staff-retention/incentive system that involves annual reviews, job title promotions, establish annual salary increase policy.
- Decide if full-time or part-time administrative assistant hire is necessary.

Requirements

- Passion for the protection and preservation of Wyoming's wild, roadless public lands.
- Thorough understanding of the issues and policy surrounding the conservation of public wildlands within Wyoming's political climate.
- Familiarity with Wyoming's wildlands.
- Come with a vision for how WWA can best promote its mission under the upcoming new administration.

Desired

- Hold a master's degree relevant to environment and natural resources or have commensurate experience.
- Experience balancing a budget.
- Experience working in a non-profit.
- Experience with donor relations and fundraising.
- Experience hiring and managing staff.
- Experience working with state and federal agencies and Tribal leaders.

Logistics:

WWA would prefer the ED to work from our Sheridan, WY office. Depending on the candidate, other Wyoming locations would be considered. Hybrid in-person and remote work schedules have been approved in the past.

The financial support for WWA currently comes from donors, foundations, grants, and membership dues. Competitive full-time salary (\$70,000-80,000 DOE). Also includes full benefits (Health Reimbursement Arrangement, vision, dental, vacation, flextime), 12 paid holidays, cell phone subsidy and travel reimbursement. Simple IRA available after one year of employment. Paid 6-week sabbatical leave after five years of continuous employment.

To Apply:

Please send cover letter, resume, writing sample, and the names of three references to info@wildwyo.org. Applications will be accepted on a rolling basis until the position is filled. More information about WWA is available at our website: www.wildwyo.org.

The Wyoming Wilderness Association is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.