



PO Box 6588 Sheridan, WY 82801 | (307) 672-2751 | [www.wildwyo.org](http://www.wildwyo.org)

**Posted:** Mar 12, 2025

**Organization:** Wyoming Wilderness Association (WWA)

**Title:** Development Director

**Reports to:** Executive Director (ED)

**Location preferred:** Sheridan or Jackson

\*Other locations considered with the right candidate

**Start date:** open until filled

**Development Director:**

WWA is seeking a full-time Development and Outreach Director to manage overall donor engagement and outreach communications for the organization. In partnership with the WWA team, the Development and Outreach Director supports the continuous and steady growth of the organization through membership recruitment, retention, fundraising, and outreach. WWA is looking for a self-motivated, detail-oriented team player who enjoys connecting and working with a wide variety of people and organizations.

**About Wyoming Wilderness Association:**

WWA is a statewide, conservation nonprofit focused on protecting Wyoming's public wildlands through advocacy, education and stewardship.

**Requirements:**

- Bachelor's degree in public relations, business, communications, or related field.
- CRM database management experience required (EveryAction preferred)
- High level of organizational and communication skills, with a strong writing ability
- Must be a self-starter who can work independently with minimal supervision.
- Must be willing to work a flexible schedule, travel across Wyoming when needed and be eager to collaborate with colleagues across the state.
- Must be capable of maintaining sensitive and confidential information.
- Strong interest in the outdoors, conservation and wildlands protection.

**Tasks and Responsibilities:**

Development

- Develop membership recruitment goals and campaigns.
- Efficiently manage and maintain communications with donors and members using our CRM platform EveryAction while making sure information is current and accurate.

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- Work strategically to build and maintain a comprehensive and proactive membership recruitment and retention program.
- Manage and expand online merchandise sales.
- Conduct new member onboarding and ensure information is delivered to new members in a timely manner.
- Work with ED to create a member recruitment strategy.
- Provide timely annual membership reports.
- Promptly and effectively respond to all membership inquiries.
- Assist the ED and relevant staff in scheduling meetings with potential and existing members.
- Assist the ED with processing all correspondence and paperwork related to donations.
- Schedule calls and meetings for ED with major donors.

### Grants

- Work with ED to expand vision and growth of organization.
- Assist ED and WWA staff with grant tracking and completion.
- Research and find new grants that WWA can apply for.

### Fundraising Events

- Take the lead organizing and executing fundraising events, i.e. film festivals.
- Coordinate, organize, and execute WWA's participation in major annual fundraising events (ie: WyoGives, Old Bills Fun Run, etc).
- Plan and organize events and/or outings across Wyoming to educate and engage current and future members
- Table at community events in order to recruit members and educate around WWA work and current wildland issues.
- Perform follow-up calls, emails and meetings, accordingly, especially following events.
- Research opportunities for developing other fundraising and networking events.

### Outreach

- Work in concert with Communication Contractor to ensure optimal outreach to members, supporters, and potential donors.

Competitive full-time salary of \$50,000. Also includes full benefits (Health Reimbursement Arrangement, vision, dental, vacation, flex-time). Simple IRA available after one year of employment.

Please send cover letter, resume, a writing sample and three references to: [martha@wildwyo.org](mailto:martha@wildwyo.org)

More information about WWA is available on our website: [www.wildwyo.org](http://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, gender, national origin, sexual orientation, disability, or veteran status.*