



Wyoming Outdoor Council

Job Title: Executive Director

Reports to: Board of Directors

Time of Work: Full-time, salaried

Classification: Exempt

Salary: Commensurate with experience

Start Date: Negotiable

Location: Within Wyoming, Lander preferred

Deadline to Apply: December 11, 2017

Job description

The Wyoming Outdoor Council seeks an executive director to lead the organization and achieve its mission to protect Wyoming's environment and quality of life for future generations.

Principal Responsibilities

- Lead and direct management and the implementation of the Outdoor Council's mission and strategic plan. Work closely with board of directors to facilitate and lead revision of the five-year strategic plan. Ensure the organization makes measureable progress on its programmatic goals of protecting Wyoming's lands, wildlife, environmental quality, and public health.
- Ensure that the organization makes measureable progress on its 'organizational strategies' as identified in the strategic plan: (1) Build Recognition and Broad Support for our Mission; (2) Secure the Council's Financial Future; (3) Strengthen Board Capacity; and (4) Strengthen Staff Capacity.
- Provide organizational leadership and supervision to ensure that each staff member has clear expectations, is engaged in his or her work, and has the tools needed for the job. Ensure that all staff have a positive and productive work environment.
- Supervise the organizational leadership team (program, development, and communications) and administrative staff, providing oversight and guidance on the management of each program area.
- Direct and/or support fundraising activities. Maintain relationships with key funders, foundations, and major donors. Meet/communicate with potential new donors as needed. Steward and solicit a portfolio of important funders to help the organization meet annual income goals.
- Complete a comprehensive 4-year fundraising campaign.
- Help maintain and grow external relations by networking and collaborating with partners, decision makers, and key stakeholders to influence policy.
- Manage finance and operations in conjunction with the board's finance committee, staff, accountants, and auditors. Oversee financial controls, compensation, bookkeeping, cash management, and compliance with federal and state regulations.
- Develop and support the board of directors through service on board committees, planning and executing board meetings, and consistent communication and engagement with board members.
- Hire, supervise, evaluate, and when necessary dismiss staff members, or oversee these activities led by other managers.

- Monitor and update as needed the organization's policies and procedures for effectiveness and statutory compliance. Foster staff awareness of and compliance with policies and expectations.
- Build broad awareness of the Wyoming Outdoor Council's brand in order to increase its influence and achieve its mission.
- Take on other related tasks as assigned by the board of directors.

An ideal candidate will genuinely enjoy engaging with people and will be prepared to accomplish the tasks above as demonstrated by a suitable combination of academic background, training, and experience. S/he will also be personable, organized, easygoing, and self-directed; have a good sense of humor; be a great communicator (in person, by phone, and in print); and meet the following minimum qualifications:

- Five or more years of related professional experience.
- Demonstrated ability to analyze public policy, synthesize complex information, and communicate this analysis in a manner that is accessible and compelling to a non-technical audience.
- Professional and/or academic experience in the following areas: management, fundraising, and environmental advocacy/policy.
- Demonstrated community, professional, political, or academic leadership.
- Excellent written, verbal, and interpersonal skills. Comfortable speaking in public.
- Familiarity with the geography, natural resources, and culture of Wyoming.
- Willingness to travel and meet people.
- Experience with the standard suite of office tools and technology.
- Commitment to the mission of the Wyoming Outdoor Council.

Compensation: This is a full-time, exempt position with a competitive salary commensurate with experience. The Wyoming Outdoor Council will provide excellent medical, dental, and vision benefits; a generous leave policy; and the opportunity to participate in a retirement plan.

Overview: The Wyoming Outdoor Council is Wyoming's oldest independent statewide conservation group. In 1967, Tom Bell, also the founder of High Country News, came together with other conservation leaders to establish the Wyoming Outdoor Council. Since then, the Council has grown to be a recognized and respected leader in protecting Wyoming's natural resources. We educate and activate citizens, work closely with many diverse partners, and, when necessary, take legal action to meet our mission, which is to protect Wyoming's environment and quality of life for future generations.

To Apply: Email a letter of interest detailing how your experience and skills match this position description, a resume, two writing samples, and contact and relationship information for three references to Linda Sisco at linda@wyomingoutdoorcouncil.org (please put "Executive Director" in the subject). Applications should be received by December 11, 2017.