



Wyoming Outdoor Council

Job Title: Development Associate

Reports to: Associate Director

Time of Work: Full-time, salaried

Classification: Exempt

Start Date: ASAP (negotiable)

Location: Lander, WY

Deadline to Apply: Applications accepted until position is filled

Starting salary: \$37,000-\$40,000

About the Organization

The Wyoming Outdoor Council is Wyoming's oldest independent conservation organization. Founded in 1967, we are a member-based advocacy group. We use scientific, legal, and policy expertise to advocate the protection of public lands, wildlife, and clean air and water. We provide support and resources to empower citizens to do the same. We bring people and groups together to find workable solutions to tough conservation problems.

The Wyoming Outdoor Council offers excellent medical, dental, and vision benefits; generous paid family leave and vacation policies; and the opportunity to participate in a retirement plan. Job title and scope of responsibilities may change depending upon experience. We are committed to diversity, equity, and inclusion in all aspects of our work.

About Our Team

- We work hard to further the mission of the Wyoming Outdoor Council.
- We value positive energy, an optimistic, can-do attitude, and good humor.
- We value everyone's unique role in the organization and we treat each other with respect.
- When conflict arises, we inquire directly. We respond thoughtfully to others' inquiries.
- We take responsibility for our actions.
- We are flexible. We respond to new challenges and are willing to change course if something isn't working.

About Your Role

You will manage and grow our ~\$600,000 grant program. You will work closely with the executive director to ensure that we meet both annual and long-term fundraising goals. You will be an integral part of our development team that includes the executive director, associate director and another development associate who manages our major donor and planned giving programs. In addition, you will work with program and communications staff through the grant writing and reporting process. You will:

- Produce a range of high-impact, persuasive communications on tight deadlines—including grant proposals, impact reports, and donor solicitations.
- Skillfully grasp complex conservation concepts and distill them into crisp, well-organized, and compelling fundraising pitches for a variety of audiences.
- Work with conservation advocates and communications staff to identify key stories for grant proposals and reports.
- Ensure grant proposals and reports are submitted in a timely fashion, with close input from program staff.

- Effectively use our database to track, manage and steward relationships with current and prospective foundations.
- Passionately and persuasively articulate our mission and vision in a compelling and thoughtful way.
- Write proposals and reports geared toward different foundation audiences.
- Maintain a portfolio of 10-15 foundations.
- Work with the development team and program staff to research new foundations.
- Work with the associate director to draft compelling annual solicitation letters.
- Draft fundraising content for annual report, biannual Frontline, major donor reports, and other content as needed.
- Support the Outdoor Council's communications team as needed with editing and proofreading.

About You

You are friendly and engaging. You have a good sense of humor and are a great communicator, especially in writing. Ideally, you have experience in grant management, or equivalent project management experience. You have strong writing skills in a variety of writing styles, especially grant proposals and reports.

You are self-directed, but understand the value of working within a team toward shared goals. You value the importance of doing a job well and on-time. You enjoy pitching in to help others when needed. You can handle multiple projects with competing deadlines in a thorough and organized fashion.

You are clear, articulate, and persuasive. While you may not have a background in conservation, you understand the work that the Outdoor Council does. You pay attention to the details and make sure that the information you share is complete and accurate. You maintain confidentiality with sensitive donor information.

You love Wyoming. You are familiar with the state's geography, natural resources, and culture(s). You like working flexible hours. You are committed to furthering the Outdoor Council's equity and belonging goals.

You are experienced working on Macs and with the standard suite of office tools and technology. You aren't afraid to learn new systems. As a plus, you are comfortable with financial reporting.

And, most of all, you are committed to the mission of the Wyoming Outdoor Council.

To Apply

Email a letter of interest explaining how your experience and skills make you the right person to join our team. Include a resume, three references (with contact and relationship information) to Misti Haase at misti@wyomingoutdoorcouncil.org (please put "Development Associate" in the subject). We may ask for writing samples during the interview process.

We strongly encourage applicants from underrepresented groups to apply.