

Wyoming Outdoor Council

wyomingoutdoorcouncil.org
262 Lincoln Street
Lander, WY 82520
t: 307.332.7031



Job Title: Development Director
Time of Work: Full-time, salaried
Start Date: Negotiable
Deadline to Apply: November 30, 2019

Reports to: Executive Director
Classification: Exempt
Location: Lander or Jackson

Job description

The Wyoming Outdoor Council is seeking an experienced Development Director to lead our fundraising program and join our dynamic and highly effective team of conservation advocates. In addition to refining and improving the strategies and protocols the development team uses to successfully meet the Council's annual fundraising goals and five-year comprehensive campaign goals, this individual will supervise a grants writer and solicit targeted major gifts. The successful candidate will be able to quickly learn the details of our conservation work and be able to write and speak about complex concepts in substantive and compelling ways.

Primary job responsibilities will include:

- Work with the development team to create annual and 2-5 year strategies for major gifts, membership, and foundations.
- Ensure the team raises \$1.2 million annually and meets the comprehensive campaign goals (annual, campaign and planned giving) over five years.
- Supervise a Development Writer who manages a portfolio of existing foundation relationships, writes grant proposals and grant reports, and prepares associated budgets.
- Research, cultivate and solicit foundations that could become new funding sources.
- Manage a portfolio of major donors and solicit major gifts.
- Involve the Executive Director and other key conservation and development staff in key cultivation and solicitation meetings.
- Draft all development communications, including:
 - Stewardship reports for major donors. These include in-depth updates on our program work.
 - Compelling annual solicitation letters, email appeals, social media posts, and supporting materials for February and June renewals, year-end renewal, and Old Bill's and Challenge for Charities campaigns.
 - Fundraising content for annual report and biannual Frontline.
- Work closely with the Associate Director to track annual income and campaign progress and implement membership growth strategies.
- Oversee and grow membership in the Tom Bell Legacy Society, the Outdoor Council's planned giving program.
- Engage and train the Wyoming Outdoor Council's board of directors to assist in fundraising efforts.
- Coordinate donor events and an annual member party.
- Other duties as assigned.

The candidate will be prepared to accomplish the tasks above as demonstrated by a suitable combination of academic background, training, and experience. The ideal candidate will meet the following minimum qualifications. Candidates who meet the majority of qualifications are encouraged to apply.

- Bachelor's degree and at least 3 years professional experience in the charitable giving field.
- Demonstrated ability to ask for and close major gifts.
- Experience with budget forecasting and annual income projection and tracking.
- Project management experience and demonstrated ability to meet deadlines.
- Effective leadership, management, supervisory, and training skills.
- Excellent written and oral communication skills.
- Grant writing experience.
- Self-motivated with impeccable attention to detail.
- Excellent interpersonal skills and a good sense of humor.
- Willingness to travel frequently (mostly within the state).
- Familiarity with the geography, natural resources, culture of Wyoming and conservation issues in the state—and/or ability to learn quickly.
- Experience with the standard suite of office tools and technology, including experience with Every Action or similar CRM.
- Commitment to the mission of the Wyoming Outdoor Council.

Location: Lander or Jackson

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

Overview: Founded in 1967, the Wyoming Outdoor Council is a statewide citizen advocacy group working to protect public lands, wildlife, and clean air and water in Wyoming. The Wyoming Outdoor Council prohibits discrimination against any employee or applicant for employment because of race, color, religion, ancestry, national origin, sex (including pregnancy), age, disability, marital status, sexual orientation, gender identity, political affiliation, or any other legally protected status.

To Apply: Email a letter of interest detailing how your experience and skills match this position description, a resume, a writing sample, and contact and relationship information for three references to Kristen Brown kristenb@wyomingoutdoorcouncil.org (please put “Development Director” in the subject). The position will remain open until filled.