



Wyoming Untrapped Program Director Position Description

Wyoming Untrapped is dedicated to creating an environment safe for people, pets and wildlife through education, advocacy, and trapping regulation reform.

Position Summary

The Program Director will team with the President of the Board of Directors on, and eventually assume much of the overall strategic and operational responsibility for, Wyoming Untrapped's programs, expansion, and execution of its mission. The Program Director must be independently motivated and capable of multi-tasking to complete a high volume of interdisciplinary responsibilities. Also critical to this position are passion, idealism, integrity, a positive attitude, and a mission-centric, self-directed work ethic.

Responsibilities

Leadership & Management:

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance, fundraising, and administration
- Maintain and further develop communications, systems, and operational procedures
- Oversee and manage operations to achieve and advance strategic goals according to established timelines
- Actively engage and energize Wyoming Untrapped's volunteers, board members, event committees, alumni, partnering organizations, and funders
- Support, maintain, and assist in the continuing development of a strong Board of Directors

Fundraising & Communications:

- Expand local revenue generating and fundraising activities to support existing program operations.
- Organize community fundraising events, including Old Bill's Fun Run, EcoFair, Pet Trap Release Workshops statewide

- Deepen and refine all aspects of communications—from web presence and social media outreach (using platforms including, but not limited to, Wordpress, Mailchimp, Facebook, Instagram, and Twitter) to external relations
- Write press releases, email action alerts, social media posts, and other communications.
- Maintain donor records and database (Salesforce)
- Research, track, and write grant funding proposals

Planning, Programming, and Outreach:

- Design, implement, and maintain strategic plans and programs to advance WU's mission.
- Continue building partnerships and relationships with funders, political leaders, community members, and supporters
- Be an external local and statewide presence, with responsibilities ranging from participation in public meetings and processes to community partnerships and public relations
- Research relevant literature pertaining to issues and in turn, apply information to programs, strategies, and reports
- Use a variety of tools and technologies to augment quality of projects, programs, and outreach, including document copy writing and production (Microsoft Word, Excel, Powerpoint, etc), image and publication design (Adobe Photoshop, InDesign, Illustrator, etc), geographic information systems (QGIS or comparable program), file and database management (Salesforce, Dropbox, etc), and others

Qualifications

The Program Director will be thoroughly committed to Wyoming Untrapped's mission. All candidates should have proven leadership and program management experience. Concrete demonstrable experience and other qualifications include:

- Master's degree in applicable field, environmental sciences or policy , wildlife biology, public administration, etc, plus 2 years of NGO management and/or programmatic experience
- Unwavering commitment to quality programs and operations
- Ability to work independently and in collaboration with management and other team members
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong outreach, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures, including wildlife management agencies
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Ability to work effectively in collaboration with diverse groups of people
- Ability to travel to meetings, with occasional overnights. Some weekend and evening work is required.