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

## **Position Description Executive Director**

### **POSITION SUMMARY**

Under the general direction of the Board of Directors, the Executive Director is responsible for the leadership and operational functions of Wyoming Untrapped (WU). Critical to this position are innovation and organization with passion, idealism, integrity, a positive attitude and a mission-centric, self-directed work ethic. The Executive Director will take a principal role in the development and implementation of strategic plans, execution of mission, administration of budgets, program oversight and expansion, public relations and donor development.

### **AREAS OF RESPONSIBILITY**

The following are considered essential duties for this position:

#### **LEADERSHIP AND MANAGEMENT**

1. Actively recruit, engage and energize WU's volunteers, board members, committees, alumni, partnering organizations and funders
2. Assist Board of Directors with board member recruitment
3. Serve as the key resource for the board; implement WU policies, programs and initiatives; make recommendations and maintain communication
4. Draft annual budgets for Board review; oversee monthly expenditures, generate revenue projections and administer fundraising campaigns
5. Collaborate with local, regional, state entities to broaden the effectiveness of WU in service to its mission
6. Remain well informed about current and upcoming issues and efforts relevant to the organizational mission, and incorporate these topics and strategies into WU programs and communications

#### **FUNDRAISING**

1. Expand local revenue generating and fundraising activities to support existing program operations
2. Organize community fundraising events, including Old Bill's Fun Run, EcoFair, etc.
3. Maintain donor records and database (Salesforce)
4. Research, write and track grant funding proposals

#### **PROGRAMS**

1. Develop and manage innovative and effective classes, presentations, and activities that inform, educate, and motivate local and regional populations in accordance with WU's mission
2. Maintain programmatic excellence through rigorous program innovation, oversight, evaluation and revision.

#### **COMMUNICATION AND OUTREACH**

1. Develop and refine WU communications efforts in voice, print, and audio-visual and Web-based media
2. Build and maintain local and regional partnerships and relationships with funders, political leaders, community members and supporters



## QUALIFICATIONS

### EDUCATION AND EXPERIENCE

1. Master's degree in applicable field, such as environmental science or policy, wildlife biology, or public administration
2. A minimum of two years of management experience
3. Five years of experience working in a nonprofit setting with an emphasis on administration and/or programming

### WORK SKILLS

1. Work both independently and in collaboration with the Board of Directors and other stakeholders
2. Speak and write clearly and effectively in all forms of communications, including public presentations, formal reports and contracts, and general correspondence
3. Articulate financial needs, engage potential donors and solicit funding
4. Establish and maintain positive working relationships with peers, partners, members of the public and those contacted in the course of work
5. Manage multiple tasks concurrently with enthusiasm and proficiency
6. Demonstrate leadership, patience, teamwork and innovation when working with or supervising others
7. Knowledge of business principles and protocols, general administration, financial oversight, program execution and evaluation, fundraising and donor relations
8. Familiarity with standard office and administrative procedures, and competence in computers operations, common business software and the use of other office equipment

### LICENSES AND CERTIFICATES

Wyoming Untrapped employees must possess and maintain a valid Wyoming driver's license during the course of employment.

### WORKING CONDITIONS AND PHYSICAL DEMANDS

Applicant must be willing to work a flexible schedule depending on WU needs, including evenings, weekends and holidays. Travel to meetings, with occasional overnights, is required. Duties require flexibility for to work in a variety of settings, including but not limited to office and outdoor settings. Applicant must be physically capable of lifting and moving objects weighing up to 40 pounds, and of setting up and dismantling equipment and materials needed for special events and various WU programs.