



## **WYOMING UNTRAPPED**

### EXECUTIVE DIRECTOR JOB DESCRIPTION

*Wyoming Untrapped promotes trapping reform through education and advocacy for Wyoming's people, pets and wildlife.*

Wyoming Untrapped (WU) seeks an executive director who is passionate about peaceful coexistence between people and animals to lead the organization into its next iteration. After a very successful five years, the founding board is investing in new WU leadership, who will determine the next steps for Wyoming trapping reform.

#### **POSITION DESCRIPTION**

Reporting to the Wyoming Untrapped Board of Directors, the executive director is accountable for coordinating all aspects of the organization, including general operations, fundraising, educational programming, community outreach, and advocacy. This is a full-time, salaried position.

The executive director is expected to protect the organization's reputation as a persistent, respectful, science-based advocate for Wyoming's trapping reform. The organization is already known for our trap-release classes, active participation in wildlife management public meetings, our significant expertise regarding trapping and related wildlife biology and conservation. The new executive director will continue in this tradition, ensuring that Wyoming Untrapped is welcome in public regulation conversations as a reasonable and informed advocate.

#### **IDEAL EXPERIENCE AND QUALIFICATIONS**

*The ideal candidate has the following experience and qualifications.*

- A willingness to learn and understand trapping as well as broad range of wildlife conservation issues; proven ability to use education and advocacy to achieve desired conservation outcomes
- Demonstrated strong leadership experience with an organization that engages with and influences subject matter experts, business leaders, government officials and the general public
- Measurable and successful results in raising funds including identifying, cultivating and soliciting individual, and foundation donors
- A detailed understanding of operations and financial management in a small, nimble, nonprofit
- Outstanding oral and written communication skills, including the means to address issues in non-confrontational and non-polarizing ways, but nevertheless with determination
- A leader adept at planning, prioritizing, organizing and following through; a hard worker with a high energy level who welcomes accountability; a person who cultivates trust and engages the interest of constituents; an individual who is straight-forward, shares information easily, receives as well as gives advice, and respects the abilities of others; someone who imparts trust, integrity and solidity and ability to disagree without being disagreeable

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*Respect all Living Things*

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## EXECUTIVE DIRECTOR JOB DESCRIPTION RESPONSIBILITIES

### LEADERSHIP

- Serve as the WU visionary, bringing new ideas
- Ensure day-to-day business affairs of the organization operate smoothly.
- With the board, refine and interpret the mission and articulate its place among like organizations in the region and nationally
- Ensure that there is a pipeline of volunteers who are well-trained and engaged, and that they are recognized for their important contributions

### REVENUE DEVELOPMENT, MARKETING AND COMMUNICATIONS

- Work closely with the board, volunteers and advisors to expand and diversify revenue streams
- Serve as an articulate and persuasive spokesperson for WU
- Direct WU marketing and advertising with expertise in social media platforms

### GOVERNANCE

- Support regular board meetings, including scheduling, agendas, technology and reference material
- With the board and under the direction of the board's president, develop and implement organizational policies, goals, priorities and objectives; keep the board informed of all relevant issues; attend all board meetings and committee meetings as required
- Identify and help recruit new Board members whose talents, interests and commitment can further WU's mission and programs, and help to expand funding
- Work with the board president to ensure an effective Board committee structure and active engagement of Board talent and resources in support of the institution; cultivate mutually supportive relationship with stakeholders and other groups that are important to the future of the institution

### PROGRAMS

- Cultivate and expand WU's educational programs
- Increase trapping awareness programming
- Ensure healthy, stable trap-release workshop with expert instructors and a schedule that meets the need judiciously across Wyoming
- Identify and implement new programs in response to issues, incidents, and community interest

### PERSONAL REQUIREMENTS

- Travel may be required for meetings, workshops and other events.
- Must be able to lift 40 lbs.
- Wyoming Untrapped does not maintain an office. The executive director will work remotely.

In recruiting for the Wyoming Untrapped team, we welcome the unique contributions that you can bring in terms of your education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation and beliefs.

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