



Job Opening

Position: Communications/Outreach & Operations Manager (F/T)

Wyoming Untrapped (WU) is a young, spirited, and progressive organization with a mission that promotes compassionate coexistence and science-based wildlife management and policy, reflective of modern-day wildlife values. WU is delighted to offer this exciting opportunity to join our vibrant team. We seek a team member passionate about peaceful coexistence between people and wildlife who can help expand the organization into its next iteration.

Job Description: The Communications/Outreach and Operations Manager (OOM) oversees organizational operations and strategic internal/external communication channels to ensure seamless functioning. This position is tasked with coordinating, developing, and executing the messaging strategy and communication material to advance Wyoming Untrapped's mission and fundraising efforts. They will lead our marketing data collection, reporting, and analysis work, proactively pulling reports, analyzing data, and providing recommendations for future planning and content creation. The OOM will manage the day-to-day operations necessary to ensure that the organization achieves its objectives.

The successful candidate will produce compelling, high-quality, detail-intensive work, sometimes on tight deadlines, possess excellent judgment, adapt to shifting programmatic developments, and seize opportunities rapidly. Exceptionally strong writing skills and an ability to pinpoint effective and creative messages are critical.

The OOM will report to the Executive Director and work closely with cross-functional stakeholders, including photographers, videographers, consultants, volunteers, and advisors. This role requires an organized and creative candidate with the ability to work independently and effectively collaborate with a team. They must be able to manage and communicate with various creative minds, personalities, and workflows. This is an exciting opportunity to join a highly effective organization during a time of strategic growth.

Job Duties:

Communications/Outreach Management (65%)

- Manage communication inquiries to Wyoming Untrapped and distribute to the appropriate Wyoming Untrapped internal channels.
- Manage and contribute to the production of the organization's external communications and outreach efforts, including but not limited to: e-newsletters, action-alerts, blog, website posts, letters to the editor, ads, billboards, brochures, grant proposals, grant reports, and other marketing, fundraising, program and advocacy materials.



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- Develop, manage, and improve marketing materials. This includes producing creative print and online collateral, such as high-impact ads, compelling videos, and shareable social media content.
 - Conduct target-specific media research as necessary to support campaign objectives and fundraising goals.
 - Serve as in-house expert on our email, social media, and website marketing platforms, tracking and improving performance, creating/updating training materials for field staff, and serving as the point person for questions.
 - Identify and develop engagement opportunities that grow support and community involvement in Wyoming Untrapped campaigns and strategies.
 - Work with the Executive Director to strategize, coordinate, and execute WU workshops and fundraising events such as Trap-release Workshops, Old Bill's Fun Run, Wyogives, and Year-end Giving.
 - Represent Wyoming Untrapped at key live and virtual events and meetings.
 - Work with Social Media Specialist to develop and execute innovative and effective digital marketing and campaign outreach initiatives across social media platforms.
 - Travel is required when safe travel returns.

Operations Management (35%)

- Manage and streamline the organization's internal documents and records with Dropbox and Google Drive.
- Maintain and organize electronic files for foundation, corporate, and individual donors.
- Manage donor database (CRM/Salesforce), including ensuring that all non-automated donations (checks, etc.) are entered promptly, and supporter information is current and complete.
- Manage vendors, accounts, subscriptions, and supplies; ensure office rent/bills and invoices are paid on time.
- Maintain shop inventory and fulfillment of orders.
- Provide backup and support to Executive Director, as needed.
- Enthusiastically take on other duties as assigned.

Skills, Qualifications & Experience:

Required:

- Bachelor's Degree or a minimum of three years experience in communications/outreach, development/marketing operations, fundraising, or related fields, ideally in a non-profit setting
- Excellent interpersonal and organizational skills
- Excellent writing, editing, and proofreading skills
- Detail-oriented with the ability to perform tasks with an exceptional degree of accuracy and timeliness



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- High-energy, positive "can-do" attitude, with a high degree of initiative and commitment to getting the job done
 - Ability to maintain a professional demeanor in all communications, even in controversial or emotional situations
 - Knowledge and application of best practices and evolving technologies in marketing and communications.
 - Strong belief in the mission and values of Wyoming Untrapped

Preferred:

- Background and experience in environmental sciences, wildlife biology, wildlife policy, climate studies, conservation, or related field
- Experience managing and implementing media strategies and measuring results
- Experience coordinating and managing volunteers or staff
- Working knowledge of digital marketing, donor relations, and/or public relations
- Graphic design skills (Canva, Adobe Creative Suite)
- Experience using Microsoft Office, Google Suite, Dropbox, and CRM like Salesforce
- Proficiency in social media: Facebook, Instagram, Twitter, YouTube, etc.
- Experienced in website management (WordPress)

Compensation: Commensurate with experience

Location: Wyoming Untrapped is based in Jackson, WY. The OOM will work from a home office in Jackson or surrounding areas, and be able to report to Jackson as needed.

Start date: As soon as possible, please provide availability.

To apply: Please submit a cover letter indicating why you feel qualified and interest in this particular position, your resume, three professional references, and two examples of your Communications/Outreach work by email to: employment@wyominguntrapped.org. Please include "Outreach and Operations Manager" in the subject line.

About Wyoming Untrapped: Wyoming Untrapped promotes trapping reform through education and advocacy for Wyoming's people, pets, and wildlife. Read more [here](#).

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.