



## **Executive Director – Wyoming Wildlife Federation**

### **Organization overview**

The Wyoming Wildlife Federation (WWF), founded in 1937, is the oldest and largest conservation and sportsmen advocacy organization in the state. WWF works to empower sportsmen and women and to conserve wildlife and outdoor opportunities by advocating for science-based policy and management. Our programmatic focus areas are protecting our public land recreation opportunities, conserving big game migration corridors, and advocating for sensible land use decisions that may affect wildlife and habitat.

### **Position overview**

The Executive Director is WWF's key management leader and is responsible for overseeing the administration, strategic plan and programs of the organization. The Executive Director also leads the organization's fundraising, communication and community engagement to fulfill our mission. The Executive Director reports directly to the Board of Directors (Board) and will work with the Board to establish WWF's future direction.

### **Responsibilities**

#### **Board governance (~10% time)**

- Lead WWF in a manner consistent with the organization's mission, and work with the Board in developing and following a vision and strategic direction for WWF.
- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Responsible for the fiscal integrity of WWF, including submitting to the board, proposed annual budget and regular financial statements.

#### **Organizational mission and strategy (~20% time)**

- Oversee administration of all WWF operations, including establishing policies for the implementation of WWF's programs.
- Develop systems to track and evaluate programs and operations, so success can be effectively communicated to board, donors and members.
- Serve as the organizational spokesperson, and work to enhance WWF's image by being active and visible in the sportsmen and conservation community, with agency decision-makers and with the public.

#### **Development, communication and member engagement (~40% time)**

- Lead and expand fundraising and development to secure the necessary resources to support WWF's mission.
- Strengthen the WWF brand by communicating effectively with media and stakeholders, including our members, agency and elected representatives, partner organizations, and donors.



- Establish and maintain relationships with partner organizations, donors and agencies to strategically promote WWF's mission.
- Lead the development of a robust and effective engagement system to strengthen and expand our membership, and oversee its implementation.

#### Organizational operations (~30% time)

- Oversee administration of all WWF operations, including the establishment of policies and procedures for day-to-day functions.
- Hire and supervise competent, qualified staff.
- Be the signatory to notes, agreements and other instruments made and entered into on behalf of the organization.
- Oversee fiscal management of WWF to ensure operations are within the approved budget and resources are efficiently used.
- Ensure that WWF operations conform to all applicable federal, state and local regulations pertaining to a 501(c)(3) nonprofit organization.

#### Requirements

- Minimum Bachelors degree in a relevant field with strong conservation background.
- Knowledge of federal, state and local regulations, policies and processes and a demonstrated ability to achieve policy outcomes in such venues.
- 5 years management experience.
- Excellent written and oral communications skills.
- Self-starter able to work independently; enjoys creating and implementing new initiatives.
- Experience and proven leadership in managing conservation programs.
- Demonstrated ability in strategic planning, communications and member engagement.
- Demonstrated ability in fundraising and development.
- Demonstrated ability to work effectively with diverse stakeholders including elected officials, agency personnel, community leaders, conservation organizations, etc.

#### Additional information

This is a permanent, full-time position. Primary work hours are between 9 a.m. to 5 p.m. Monday through Friday. It is necessary to work some evening and weekends. WWF's headquarters are based in Lander, Wyoming; some flexibility exists for the ED position to be located elsewhere within Wyoming, but the ED is expected to spend some time in WWF's office. However, this is a statewide position requiring travel.

#### Compensation

Compensation includes a competitive salary and benefits package and the opportunity to conserve the state's iconic wildlife and represent WWF membership.



**To apply**

Please send a resume and cover letter explaining your suitability for this position to:  
**wwfcareers@gmail.com**. Application review will begin February 15, 2017 and continue until the position is filled. Please direct inquiries to WWF board member Siva Sundaresan, nepsiva@gmail.com