



JOB ANNOUNCEMENT

PERMANENT FULL-TIME (EXEMPT): Executive Director

[About Jackson Hole Wildlife Foundation](#)

For 26 years, the Jackson Hole Wildlife Foundation (JHWF) has helped our community to live compatibly with wildlife – by working collaboratively with landowners and public land managers to remove or improve fences, by empowering citizen scientists to build our local knowledge base, and by acting to make roads safer for people and animals. Our grassroots, volunteer-supported model and hands-on approach reflects our belief that enduring conservation emerges from an engaged and committed community. Strategically, we are focused on preserving and improving the migration corridors that sustain wildlife and connect communities. We are nonpartisan and non-advocacy.

In 1993, our organization formed as a nonprofit when a small group of passionate citizens aimed to create a more wildlife-friendly community. Today, we are still organizing leagues of volunteers in order to improve conditions for wildlife and establish lasting collaborations that form the foundation of a sustainable future. With their help, we coordinate on-the-ground projects that involve building a community of citizen scientists for wildlife monitoring, removing barriers and increasing permeability for wildlife movement, and educating the public on the need for and ways to achieve a compatible co-existence between humans and wildlife.

[Summary of Main Responsibilities](#)

The JHWF Executive Director leads the organization under the guidance of the Board of Directors. The organization currently employs three full-time staff positions (Executive Director, Associate Director and the Communications/Program Manager) plus two seasonal staff. Our three core programs are: Wildlife-Friendlier Fencing, Nature Mapping Jackson Hole and Give Wildlife a Brake. The executive director is responsible for overseeing these staff and the administration and execution of these three programs. Other key duties include fundraising and overseeing communications and community outreach. The position reports directly to the Board of Directors.

The general responsibilities include but are not limited to, the following:

Development/Fundraising

- Create, execute and track a diversified fundraising plan with the board, including cultivating and retaining major donors, foundations, and corporate and agency grants to support the continued operations and growth of the organization
- Organize and carry out major fundraising efforts, including but not limited to Old Bill's Fun Run, year-end appeals, and other donor communications
- Cultivate and build relationships with existing and new donors.
- Recruit new board members who are integral to the philanthropic community

Leadership/Program Strategy

- Work with the board and staff to ensure the organization's mission and goals are being met through its core programs
- Recognize strategic opportunities and partnerships to increase the impact and reach of the organization while maintaining the identity and brand of JHWF
- Oversee all programs and operations of the organization, ensuring that appropriate goals and objectives are established and met
- Act as strategic lead for programs and impact, providing appropriate support for JHWF staff, volunteers, proposal/grant writing, interacting with the media, writing reports, and communicating with partners and stakeholders
- Identify opportunities to enable greater cross-pollination between key program areas
- Participate in the execution of program activities as needed
- Represent JHWF as a recognized leader in the community on wildlife issues that involve government agencies and stakeholder groups

Board Relations/Governance

- Responsible for leading the JHWF in a manner that supports and guides the organization's mission as defined by the Board of Directors
- Foster a productive and mutually supportive relationship with the board, whereby they are kept informed of progress and activity and are valued for their contributions
- Support the Board of Directors' nominating committee in identifying and recruiting prospective board members

Partnerships/Communications

- Represent JHWF externally in the community to raise awareness about the mission and programs of the organization
- Work with Communications Manager to produce publications and generate ideas for press releases, social media posts, advertisements, e-blasts, newsletters, and community and donor events

Administration Finance

- Work with bookkeeper and Associate Director to create and disseminate an annual budget and manage monthly expenses
- Monitor budget and communicate ongoing status to board

Personnel/Volunteer Management

- Provide organizational leadership and support for staff and lead volunteers
- Inspire and lead a highly performing staff and volunteer team. Along with Associate Director, interview, hire and train employees

Required Qualifications & Education

- A bachelor's degree (Master's degree in wildlife, natural resources, environmental, nonprofit management or related field preferred)
- Professional experience in wildlife conservation (familiarity with wildlife issues and the conservation community in Teton County, Wyoming, preferred)
- At least five years of non-profit experience (three years of leadership experience preferred).
- Proven success balancing the mission and strategic goals of an organization with day-to-day multi-tasking and operational details
- Experience and success managing and implementing multiple projects, including setting deadlines and ensuring accountability
- Excellent interpersonal and communication skills, including the ability to provide clear direction to staff and receive direction from the board
- Ability to thrive in an independent work environment and make decisions with minimal supervision and daily direction
- Ability to articulate JHWF's mission and achievements to diverse audiences and stakeholders in formal presentations and informal situations
- Exceptional writing skills, specifically for grant applications, press releases, and newsletters
- Proven ability to develop constructive and effective relationships with outside partners, volunteers, staff, donors and boards
- Proven fundraising skills, including using effective fundraising tools
- Willingness to work some weekends and long hours as needed for special events or busy time periods

Compensation

Salary, including benefits, based upon experience and skills. Benefits: Medical, dental, life and short-term disability insurance; paid time off including, holidays, vacation and sick leave.

How to Apply

Email a Letter of Interest, your résumé and three references to: info@jhwildlife.org.

Please combine all documents into one PDF file and title it as: Your Name_ED Application.pdf.

Application Deadline

January 31st or until position is filled.

For more information visit: www.jhwildlife.org