

### **ALLIANCE FOR HISTORIC WYOMING JOB ANNOUNCEMENT - EXECUTIVE DIRECTOR**

The Alliance for Historic Wyoming (AHW), Wyoming's statewide historic preservation nonprofit, seeks a part-time Executive Director. This individual must be self-motivated, passionate about Wyoming's historic places and spaces, and possess skills in fundraising, nonprofit management and grassroots organizing. If you want flexible, meaningful, challenging work preserving our history and cultural heritage, this job is for you!

#### **DESCRIPTION**

Primary responsibilities include providing direction for fulfilling AHW's mission by maintaining financial stability, coordinating projects and events with volunteers and board, and assisting the President with board governance. This position is part-time with hours and salary dependent on experience. Location is flexible within the state of Wyoming and travel throughout the state is required.

#### **DUTIES**

- Coordinate program and fundraising efforts with Board members. Prepare monthly Board updates and quarterly Board meeting packets, and attend Board meetings. Also attend and/or run monthly committee meetings.
- Lead organization's fundraising, including identifying needs, developing a fundraising plan with the Board, researching funding sources, enhancing donor relations, submitting and managing grants, growing membership, steward resources, and managing records.
- Provide communications and organizational support to committee chairs for design and execution of AHW programming, including Tracks Across Wyoming, Cowboy Carnegies, the Diversity Initiative, Wyoming's Historic Schools, and new projects.
- Develop an annual budget, coordinate regularly with bookkeeper, and perform other administrative tasks to keep the organization running effectively and in compliance with state and federal laws.
- Represent AHW to the public and to our partners. Assure that AHW, its mission, programs and services are consistently presented in a strong, positive light through our own platforms and in the media.
- Maintain files and perform clerical duties as necessary.
- Travel to meetings and conferences.

## **DESIRED QUALITIES**

The successful applicant will have a suite of organizational qualities, including some combination of the following:

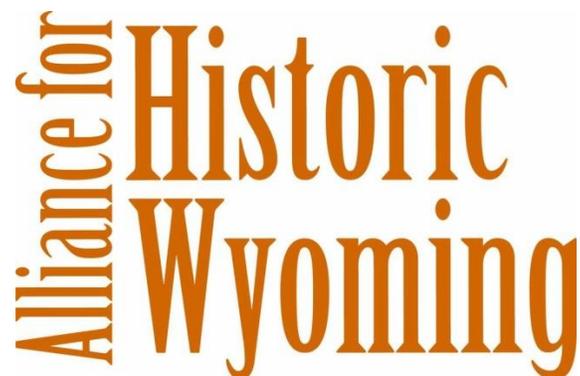
- Ability to create and execute a work plan from concept to completion, with minimal supervision
- Experience with fundraising and grants management
- Experience with grassroots activism in rural communities
- Quality writing and research skills
- Ability to communicate articulately one-on-one and in public presentations
- Strong leadership skills, creativity, drive and initiative
- Ability to track and meet multiple deadlines and responsibilities
- Proficiency with digital technology, including Microsoft Office Suite, Quickbooks, donor management software, MailChimp, Squarespace, In-Design, the Adobe Suite or Office Publisher, and social media platforms
- Confidence in speaking about Wyoming's historic resources and/or ability to quickly become fluent with AHW's mission and programming and Wyoming history
- Flexible schedule and willingness to travel

## **DIRECTION**

This position reports to the President of the Board of Directors.

## **APPLICATION PROCEDURES**

Submit a cover letter, resume, and three professional references to AHW Board President Julia Stuble ([stuble.julia@gmail.com](mailto:stuble.julia@gmail.com)). Please include "Executive Director Job Application" in the subject line. Applications preferred by **Feb. 21, 2018**, but position is open until filled.



*Protecting Wyoming's Historic Places and Spaces*

[www.HistoricWyoming.org](http://www.HistoricWyoming.org)