

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 an actively engaged board, and assisting the President with board governance. This position is for 30 hours a week at \$18 an hour; we are not able to provide benefits at this time. Location is flexible within the state of Wyoming and travel throughout the state is required. We anticipate this will be a remote work position.

DUTIES

- Coordinate program and fundraising efforts with board members. Prepare monthly Board updates, quarterly board meeting packets, and attend board meetings. Also attend and/or run monthly committee meetings.
- Lead organization's fundraising in coordination with the board, 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 programs.
- Assist the board in the development of the annual budget, collect, sort and deliver monthly and other financial correspondence to the AHW bookkeeper and perform other appropriate 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:

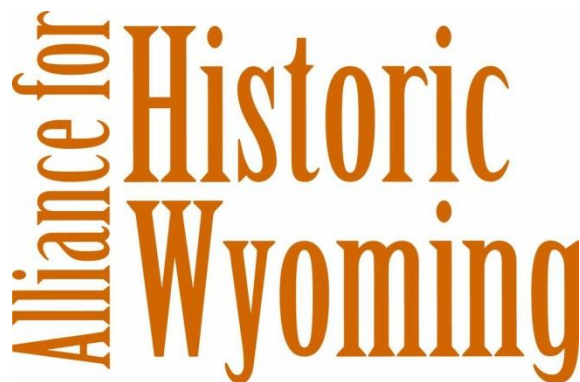
- Ability to create and execute a work plan from concept to completion, with minimal supervision
- Experience with fundraising and grants management
- Experience with grassroots activism in rural communities
- Quality writing and research skills
- Ability to communicate professionally and articulately 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, Google Suite, Quickbooks, donor management software, MailChimp, Squarespace, In-Design, the Adobe Suite or Office Publisher, and social media platforms
- Proficiency with remote work technology such as Zoom and Slack
- 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 letters of reference to AHW Board Vice Chair Andrea Graham (graham.andrea.m@gmail.com) by **October 15, 2021**. Applications received by this date will receive first consideration, but applications will be accepted until the position is filled. Please include "Executive Director Job Application" in the subject line.



Protecting Wyoming's Historic Places and Spaces

www.HistoricWyoming.org