



### **Our Mission**

*The mission of the Wyoming Breast Cancer Initiative (WBCI) is to increase breast cancer awareness and prevention across Wyoming. Since 2016, the WBCI has raised funds through various volunteer-led events throughout the state that are then granted into community breast cancer organizations and into a statewide early detection voucher program. Funds raised in Wyoming stay in Wyoming.*

**Job Title:** Executive Director  
**Position:** Full-time, at-will, exempt  
**Location:** Home based – Cheyenne, Laramie or Casper preferred but other Wyoming locations considered

The Wyoming Breast Cancer Initiative is searching for an Executive Director (ED) with skills, energy, initiative and passion to lead the nonprofit in fulfilling its mission.

The ED will work with the Board, staff and stakeholders to implement the strategic plan, goals and policies of WBCI. The ED will be integral to all aspects of events, programs and activities. The ED will manage the resources of WBCI and its day to day and long-term operations. The ED will be the “face” and “voice” of the organization. This individual is the key figure for communication within and outside of the organization. The ED will create and implement annual fundraising and long-term development programs.

WBCI’s ED is responsible for developing and growing the organization by maximizing resources and implementing fundraising initiatives. The ED will work with the Board of Directors to implement long-range goals, build and strengthen relationships with stakeholders and enhance WBCI’s statewide presence. The ideal candidate will be motivated, a self-starter and mission driven.

### **The Executive Director will be required to:**

- Build a working knowledge of the organization’s values, non-profit guidelines, mission, programs and policies
- Organize and participate in WBCI events in coordination with the Board and Event Chairs
- Monitor and evaluate events with measurable metrics and detailed reports
- Coordinate and promote statewide third-party events
- Manage marketing and promotion of all WBCI related sponsor events including social media, website, e-blasts and similar communication, plus communicate and coordinate with statewide media
- Build and maintain collaborative and community-focused relationships with multiple stakeholders and volunteers.
- Prepare donor correspondence, organize sponsor and donor receipts in conjunction with WBCI treasurer
- Prepare and present monthly board report
- Prepare monthly financial report and annual budget in collaboration with WBCI Treasurer
- Coordinate with the Grants and Operations staff
  - Grow all aspects of incoming and outgoing grants
  - Support Grants and Operations staff during grant submission, evaluation, and announcement process
- Ensure compliance with all nonprofit, employment regulations and reporting

### **Core Qualifications**

- Knowledge of and commitment to the advancement of Wyoming breast cancer prevention and to embrace WBCI's vision
- Demonstrate successful leadership skills
- Strong interpersonal skills; required to build a supportive and collegial team environment
- Excellent written and oral communication skills, including public speaking
- Use of excellent judgment, discretion, honesty and integrity
- Highly dependable, ability to work independently and attention to detail
- Demonstrated ability to plan and prioritize to meet multiple deadlines
- Delegate and follow through with staff, the Board and volunteers to ensure completion of tasks
- Successful experience planning events
- Successful experience in fund development
- Skilled in current marketing and communication tools
- Ability to travel throughout the state as needed
- Grant writing and nonprofit sector work experience desired, but not required

### **Reporting Relationships**

Reports to: Board of Directors

Supervises: Grants and Operations staff

### **Salary and Benefits**

**Salary:** \$57,000 - \$65,000/yr (dependent on qualifications)

**Health insurance stipend:** Up to \$500.00/per month

**Paid time off:** 2 weeks of vacation, after 6 months of employment; official National Holidays

The Executive Director position is full-time, with home-based flexibility. Expect 40 hours per week with additional time during July, August, and October. WBCI will provide computer, marketing programs, and required office supplies. Mileage paid at IRS rate outside home base. Mutual performance review with the Board after six months and annual evaluation thereafter.

### **Application Process**

Qualified candidates should submit the following application materials:

- Cover letter
- Resume
- 1-2 Letters of Recommendation
- Examples of marketing materials created by applicant

The Wyoming Breast Cancer Initiative was established in 2016 to fund breast health services throughout Wyoming. The WBCI has granted more than half-a-million dollars through 75 community grants and 28 early detection voucher grants across Wyoming. The success of the WBCI is due to an active working Board of Directors (Board) and its dedicated stakeholders and statewide volunteers. The Board has thoughtfully determined hiring an Executive Director is the next step to move the organization forward.

Email materials to WBCI Board President, Mary Throne, at [president@wyomingbreastcancer.org](mailto:president@wyomingbreastcancer.org). Position open until filled. Following background checks, selected applicants will be offered an interview.

Wyoming Breast Cancer Initiative is an Equal Opportunity/Affirmative Action Employer