Job Title: Executive Director
Reports To: Healthy Wyoming Board of Directors
Compensation: $5,000 / month

Job Overview: The Healthy Wyoming coalition is a leading statewide voice for better healthcare access in our state.

As the coalition evolves and Healthy Wyoming becomes its own 501c3, we seek an experienced director to manage the transition, grow the organization, and lead its efforts to advocate on behalf of more affordable, quality healthcare access for Wyoming residents.

Responsibilities & Duties
- Coordinate and facilitate meetings of the full coalition, and work with committee chairs to coordinate and facilitate committee meetings. This includes creating agendas, meeting materials and notes that capture decisions and action items.
- Lead efforts to raise resources and write grants to support the organization and its mission.
- Work with committee chairs and the Healthy Wyoming leadership group to develop and execute communications, grassroots, and grasstops strategies.
- Review and approve all written public communications with Healthy Wyoming branding, including press releases, event announcements, informational flyers, etc.
- Be the public face of Healthy Wyoming: testify on behalf of the coalition; respond to press inquiries as the official spokesperson.
- Manage vendors to ensure external communications are consistent with approved coalition messaging (e.g., social media).
- Ensure timely internal communication, including monthly written briefs to the Leadership Group.
- Ensure Coalition mailing lists, committee membership lists, and committee leadership roles are kept up to date.
- Develop and administer budgets; lead grant writing opportunities and manage HW grants.
- Manage and oversee any subcontracts awarded through HW.

Qualifications Required
- Leadership experience managing staff and working with diverse organizational partners.
- Experience fundraising and/or grant-writing.

info@healthywyoming.org
(307) 205-9418
• Excellent communication, time management, and organization skills
• Self-motivation and the ability to work autonomously
• A commitment to our state and a passion for improving healthcare in Wyoming

Qualifications Preferred
• Nonprofit leadership experience
• Experience developing and working with a board of directors
• Experience using a CRM (EveryAction or similar)
• Knowledge of Wyoming’s political landscape
• Healthcare experience and/or knowledge about public health systems

To apply, please email your resume and a brief cover letter to Ana Marchese-
ana@healthywyoming.org