

Lions of Wyoming Executive Director Job Description

(Approved draft)

Title: Executive Director – Lions of Wyoming Foundation

Job Summary: Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for the Lions of Wyoming Foundation (LoWF), any staff, fundraising programs, communications, and execution of its mission. She or he will develop knowledge of District 15 programs, Designated Programs, operations of the foundation, and foundation plans.

Qualifications and Skills:

- Must be a District 15 Lion in good standing or immediately become a Lion
- Strong understanding of accounting and financial information
- Excellent written and verbal communication skills
- Public relations, marketing and fundraising experience
- Ability to analyze data and think strategically
- Strong leadership, persuasive and organizational skills
- Ability to develop a plan, execute it and evaluate the outcome
- Experience working effectively in collaboration with diverse groups of people
- Solid computer and internet skills to include word processing, spreadsheets and more

Responsibilities and Duties:

- Champion fundraising for the LoWF and the Allen H. Stewart Lions Camp (AHSLC), focusing on long-term support from non-Lion entities of all types
- Be a positive, passionate, transparent, adaptable leader with integrity
- Implement the policies and directives of the LoWF board and its members
- Collaborate with LoWF individual Board Members who are responsible for implementing the LoWF programs: Friends of the Foundation, the Bricks & Stones program, Winland/Silver/Bronze lions and the District 15 grant program
- Track terms of office for the various board members, develop and recruit action-oriented board members, with the help District 15 Lions
- Collaborate with the board President to prepare meeting agendas and board meeting information, communicate and arrange board meetings and see the required resources are available to conduct efficient and effective meetings
- Work in conjunction with the board President, Secretary and Treasurer, with the expectation that information will be accurate and available in a timely fashion as requested
- Communicate with various stakeholders and benefactors of the LoWF and the AHSLC, as required and requested to fulfill the mission and goals of the LoWF and the AHSLC

- Collaborate on an annual budget with the board and work to achieve that plan
- Expand and align the LoWF brand across various communication mediums
- Prepare and provide annual LoWF information during the annual District 15 convention
- Contribute to the District 15 We Serve member newsletter

Salary and Benefits:

- This is initially a part time position that could grow based on the success and the contributions of the executive director
- Compensation can be structured as an employee or independent contractor
- Compensation will be based on prior experience and an hourly rate will be agreed to with the LoWF board
- Travel, meals, supplies and other out of pocket expenses will be reimbursed at the actual cost, based on submitted receipts
- Mileage will be paid at the annual IRS approved reimbursement rate for non-profit entities
- A performance review will be completed after (6) months in the position, and then annually thereafter