

Mimi's House Executive Director

Position:

Executive Director of a non-profit agency that focuses on homeless youth in Casper, WY.

Mimi's house is a new and developing nonprofit organization aimed at serving the unaccompanied homeless youth in Casper, Wy. We are searching for an executive director to help us achieve our goals and solidify our future. If a career in advocating for unaccompanied homeless youth in Casper appeals to you, we encourage you to apply.

Essential Job Functions:

- Responsible for creating, implementing, and measuring the success of a comprehensive marketing and promotional plan that will enhance the image and position of Mimi's House within the marketplace and the to the public
 - Daily troubleshooting and problem solving
 - Hiring & retention of staff
 - On-boarding & Implementation staff trainings
 - Record keeping for staff & residents.
 - Fundraising Coordination
 - Maintain donor relations and secure general contributions.
 - Secures specific sponsorships for various events and campaigns
 - Oversee and attend all fundraising events/operations.
 - Develop an annual fundraising plan for grant, sponsorship and contribution revenues
 - Manage professional content for social media
 - Create monthly goals, track, and report progress monthly to the board of directors.
 - With the direction of the board and treasurer, assist with matters regarding the budget.
 - Participate in the budget development and provide oversight to address & adapt to organizational needs.
 - Duties may also include website management, social media, marketing materials, related programs.
 - To moderate content & manage donation requests for specific needs of individual residents or program needs delivered through these specific points of contact.

Education / Experience:

- Preferred Bachelor's Degree or minimum 4 years nonprofit development experience
- Strong Public relations background
- Excellent understanding and demonstration of donor relations, volunteer recruitment and stewardship responsibilities.
- Human Resource experience for the purpose of hiring & retention of staff.
- Computer skills to include Microsoft Office suite
- Background/basic understanding of Quickbooks (preferred)
- Proficient with Google Drive, Docs, Sheets, etc.

- Excellent content management skills for social media
- Excellent written and verbal communication skills, superior attention to detail
- Strong organizational skills, ability to handle multiple priorities and deadlines
- Budget management experience
- Grant writing experience (preferred)

Additional Requirements:

- Must possess a valid state issued driver's license and ability to obtain Wyoming license.
- Must be able to pass a criminal and financial background check and drug screen
- Own reliable transportation & provide proof of insurance.

Compensation:

- This is a full time, contract position
- Salary commensurate with education and experience
- Mileage reimbursement for work related travel based on IRS rate