

ENCOURAGING RESPONSIBLE DEVELOPMENT TODAY ~ FOR TOMORROW



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POWDER RIVER BASIN
Resource Council

Powder River Basin Resource Council, a progressive non-profit conservation organization based in Sheridan, Wyoming, seeks an Executive Director, preferably with grassroots organizing experience, excellent communication and financial management skills, and the ability to problem-solve complex, environmental and socio-political issues. The applicant we hire will be a leader and a team player who embraces the vision and goals of this 47-year-old organization, welcomes working with a highly functioning staff and a hands-on Board of Directors and engaging with community members, policy makers and state and local officials to create positive change in Wyoming.

Responsibilities include: working closely with Powder River's Board Chair and keeping board members informed on ongoing issues and campaigns; preparing grant proposals and reports in a timely manner and organizing internal fundraising campaigns; overseeing the membership recruitment and renewal process; maintaining the organization's 501(c)(3) status; preparing the annual budget in coordination with Powder River's Finance Committee; supervising staff in Sheridan and remote satellite offices and delegating tasks as appropriate; coordinating with affiliates and coalitions on issues and campaigns and representing Powder River in the public sphere, including with members and community leaders, government agencies, elected officials and industry.

Salary is dependent on experience. We provide a generous benefits package, including health, vision, dental insurance, paid vacation and parental leave, paid long-term sabbatical leave, and a retirement bonus plan for long-term employees.

Send cover letter, resume, and 3 writing samples to careers@powderriverbasin.org or Search Committee at Powder River Basin Resource Council, 934 North Main St., Sheridan, WY 82801

We will begin reviewing applications December 1, 2020 and hope to hire our new director by March 1, 2021.