



Executive Director

The Executive Director is the key management leader of Wyoming Agriculture in The Classroom (WAIC). The role is responsible for overseeing the administration, programs, and carrying out the strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors and oversees a team of five.

GENERAL RESPONSIBILITIES

- 1) **Board Governance:** Works with the board to fulfill the organization's mission.
 - Report to and work closely with the Board of Directors to seek their involvement in programming and fundraising to increase the overall visibility of the organization.
 - Lead in a manner that supports and guides the organization's mission as defined by the Board of Directors.
 - Communicate effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- 2) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.
 - Ensure the fiscal integrity of the organization, including submission to the Board of a proposed annual budget and quarterly financial statements, which accurately reflect the financial condition of the organization.
 - Fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
 - Engage in fundraising and developing other revenue streams to ensure the financial sustainability of the organization.
- 3) **Organization Mission and Strategy:** Works with board and staff to ensure the mission is fulfilled through programs, strategic planning, and community outreach.
 - Implementation of WAIC's programs and strategic planning that carry out the organization's mission.
 - Enhancement of WAIC's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.
 - Oversee marketing and communications for WAIC and serve as the primary spokesperson to the organization's constituents, the media, and the general public.
 - Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance WAIC's Mission.

- 4) **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
- Hire, develop and retain highly competent and engaged staff.
 - Supervise and collaborate with WAIC's team to accomplish the annual objectives and forward the mission of the organization.
 - Administration of WAIC operations including the execution of the annual budget.
 - Establish and carryout employment and administrative policies and procedures for all functions and for day-to-day operation.
 - Other duties as assigned by the Board of Directors.

Required Professional Qualifications

- Bachelor's degree from an accredited university (Master's degree preferred).
- Minimum of five years' experience leading an organization that includes staff management, financial management, program delivery and community outreach (nonprofit management a plus).
- Proven experience working with a Board of Directors.
- High-level strategic thinking and planning. Ability to envision and convey the organization's mission and goals to the staff, board, donors and community.
- Passion for Wyoming and securing a strong future for our state.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Solid organizational abilities, including planning, delegating, developing and delivering a program.
- Strong financial management skills, including budget preparation, analysis, decision making, and reporting.
- Skilled in public speaking and relationship building.
- Excellent written and verbal communication skills.
- Strong work ethic, self-motivated, with a high degree of energy.

Compensation: Starting pay range \$80,000 - \$90,000. WAIC offers a generous and flexible vacation/PTO package and retirement benefit with a 3% match.

***Interested candidates please email cover letter and resume to:
Laura@peakconsult.net***

All inquiries and applications will be strictly confidential
Further questions contact Laura at 307-655-5405

AAP/EEO Statement: WAIC is an Equal Employment Opportunity Employer. We provide opportunities without regard to any protected classes under applicable law.

ADA Statement: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.