The Wyoming Nonprofit Network represents the collective voice of the charitable nonprofit sector and brings best practices, resources, and support to the nonprofit community.

Job Posting 2-3-22

Director of Learning and Development

An exempt full-time position, the Director of Learning and Development will cultivate learning opportunities and resources that meet the evolving capacity building needs of nonprofits. Capacity building is defined as any service that enhances the organization’s internal effectiveness at achieving its mission sustainably. This position will manage the professional development program for the Wyoming Nonprofit Network and will collaborate with the Wyoming Medical Center Foundation to provide technical assistance, capacity building, and consulting to nonprofits serving Natrona County. This position is based in Casper, Wyoming and is co-located at the Wyoming Medical Center Foundation.

Responsibilities include:

- Monitor and assess capacity building needs of nonprofits and collaborate with partners to meet these needs.
- Working collaboratively with the Foundation, develop a capacity building and consulting plan to address specific areas of need for Natrona County nonprofits.
- Provide individual nonprofit consulting to Natrona County nonprofits, within areas of expertise, as needed.
- Develop a pool of trusted consultants, trainers, and subject matter experts.
- Coordinate and facilitate connections between nonprofits and internal/external resources.
- Develop educational offerings and programs, including the biennial Leadership Summit.
- Provide technical assistance and referrals to internal/external resources as appropriate.
- Develop education section on wynonprofit.org where nonprofits can find resources, tools, and answers to commonly asked questions.
- Present Board Fundamentals workshops.
- Coordinate and facilitate Natrona County nonprofit networking and educational meetings and serve as a resource for similar meetings in other counties.
- Develop, coordinate, and facilitate statewide affinity group online meetings where nonprofit members can connect, learn from each other, and build skills.
- Stay current on nonprofit best practices and trends in governance, management, and adult learning principles.

This position is funded by the Wyoming Medical Center Foundation; therefore, the majority of the work needs to be to the benefit of Natrona County.

Organizational Relationships:
This position is employed by Western States Learning Corporation, d/b/a Align, and is assigned to the Wyoming Nonprofit Network. They report to the Executive Director of the Wyoming Nonprofit Network, who also serves as a Vice President for Align. This position works collaboratively with the Wyoming...
Nonprofit Network team and the Wyoming Medical Center Foundation team. This position will access internal resources at Align as needed.

**External Relationships:**
The Director of Learning and Development works closely with nonprofits in Natrona County and with key partners to bring capacity building services to these organizations. This position also works with other Wyoming nonprofits and partners in managing the professional development program for the Wyoming Nonprofit Network. They represent the Wyoming Nonprofit Network by promoting the organization’s mission and programs.

**Position Qualifications:**
- Bachelor’s degree required; master’s degree preferred.
- Experience and education in nonprofit governance and management.
- Experience in training, facilitation, or organizational development preferred.
- Excellent interpersonal and communication skills.
- Excellent writing skills.
- Strong organizational skills.
- Ability to manage multiple projects, including details.
- Ability to contribute to and work within a team environment.
- Ability to effectively manage organizational relationships.

**Material and Equipment Directly Used:**
Computer, keyboard, printers, copy machine, cloud-based phone, portable projector, virtual private network, and various software.

**Physical Demands:**
While performing the duties of this job, employees are regularly required to sit; talk and hear, both in person and online; use hands, handle, feel or operate standard office equipment. Employees are required to lift up to ten pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must have a valid driver’s license and ability to travel on occasion.

*This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.*

**Compensation:**
- Salary range starting at $70,000
- Comprehensive benefit package including health, dental and vision insurance; 401K plan; life and long-term disability insurance; employee assistance program; education assistance plan; and paid vacation, sick and personal time; and paid holidays

Submit cover letter and resume to: jshields@WyNonprofit.org

Position closes February 28, 2022