



Wyoming Outdoor Council

Job Title: Development Director

Reports to: Associate Director

Time of Work: Full-time, Salaried

Classification: Exempt

Start Date: ASAP (negotiable)

Location: Lander, WY or Jackson, WY (other locations in WY considered)

Deadline to Apply: Applications accepted until position is filled

Starting salary: \$70,000

About the Organization

The Wyoming Outdoor Council is Wyoming's oldest independent conservation organization. Founded in 1967, we are a member-based advocacy group. We use scientific, legal, and policy expertise to advocate the protection of public lands, wildlife, and clean air and water. We provide support and resources to empower citizens to do the same. We bring people and groups together to find workable solutions to tough conservation problems.

The Wyoming Outdoor Council offers excellent medical, dental, and vision benefits; generous paid family leave and vacation policies; and the opportunity to participate in a retirement plan. Job title and scope of responsibilities may change depending upon experience. We are committed to diversity, equity, and inclusion in all aspects of our work.

About Our Team

- We are dedicated to protecting Wyoming's environment and quality of life now and for future generations.
- We value multiple perspectives and seek input from a diversity of people outside of our organization in Wyoming and beyond.
- In our words and actions, we both individually and collectively strive to uphold a work culture that respects the unique identity and role of each staff person; that allows us to bring our whole selves to work; and that fosters equity and a sense of belonging across the organization.
- We seek creative solutions to tough problems. We are flexible and are willing to change course if something isn't working.
- We respond to feedback with openness and a growth mindset.

About Your Role

You will be a key member of our development team and advance fundraising work at the Outdoor Council. You will work closely with the executive director, associate director, and WOC board members.

You will:

- Work with the development team to create annual and 2-5 year strategies for major gifts, membership, and foundations.

- Ensure the team raises \$1.3 million annually and meets the current campaign goals (annual, campaign and planned giving), ending in December 2023.
- Manage a discrete portfolio of major donors and solicit major gifts around the state.
- Involve the Executive Director and other key conservation and development staff in major donor cultivation and solicitation meetings.
- Supervise a major donor development associate.
- Collaborate on major donor communications, including:
 - Biannual stewardship reports for major donors. These include in-depth updates on our program work.
 - Planned giving solicitations and educational materials.
 - Fundraising content for annual report and biannual Frontline.
- Work closely with the Associate Director to track annual income and campaign progress.
- Oversee and grow membership in the Tom Bell Legacy Society, the Outdoor Council's planned giving program.
- Engage and train the Wyoming Outdoor Council's board of directors to assist in fundraising efforts.

About You

You are a results-oriented and experienced fundraiser with a track record of success. You're a genuine and compelling storyteller. You would enjoy offering our members and supporters unique opportunities to make a difference by funding conservation initiatives in Wyoming.

You like working in a collaborative and highly functional team, but are self-motivated, organized, and take ownership of your projects. You are a kind, direct and confident communicator. You approach your work with a growth mindset. What you don't know about conservation in Wyoming or aspects of our fundraising program, you are capable of and committed to learning. Integrity matters to you. You hold yourself to high standards as reflected in your work products, your respectful interactions with co-workers, and with our members and supporters.

You are committed to the mission of the Wyoming Outdoor Council.

Benefits and Compensation

The Wyoming Outdoor Council is an equal opportunity employer. We offer a flexible, collaborative, and team-based environment with significant opportunities to take on strategic leadership, and competitive compensation offered in tandem with an excellent benefits package. This includes health, vision, dental, and disability coverage (where WOC pays 100% of the employee's premiums); a 403(b) retirement plan with up to a 5% WOC match, paid sick leave (up to 30 days), 15 days of vacation to start plus additional discretionary days off, 11 paid holidays, and a flex time policy; a health reimbursement account and cell phone stipend, 12 weeks of paid family leave (available twice, after 18 months of employment); and the opportunity for 8 weeks of sabbatical leave every five years.

The salary for this position starts at \$70,000. WOC prioritizes equity and fairness in salaries across the organization.

To Apply

Email a letter of interest explaining how your experience and skills make you the right person to join our team. Include a resume and three references (with contact and relationship information) to Misti Haase at misti@wyomingoutdoorcouncil.org (please put “Development Director” in the subject).