



Senior Director of Programs and Community Engagement

The Wyoming Medical Center Foundation is hiring for an exempt 40 hour/week full-time position in Casper, WY.

The Wyoming Medical Center Foundation is a newly created 501c3 private foundation based in Casper, Wyoming. The mission of the foundation is to build the foundation for lifelong health among Natrona County community members by advancing the mental wellbeing of young people through trust-based philanthropy and systems change. The foundation is an Equal Opportunity Employer. We are committed to building a diverse staff and strongly encourages applications from candidates of color. As a public health organization, we believe in, promote, and adhere to the principles of public health in the community and in our office, including public health recommendations around masking and vaccination.

Position Summary: The Senior Director of Programs and Community Engagement is an important member of a small and effective philanthropic organization, who will serve on the organization's leadership team. The Senior Director will report to the CEO and lead a team including a grants manager, Program and Community Engagement Director, and Policy Director to oversee and implement effective grantmaking in alignment with trust-based philanthropy and a focus on community engagement. This position will build and maintain relationships in the community and develop initiatives to meet the needs of our community and nonprofit organizations in accordance with our strategic plan. This position will also manage a grant portfolio, specifically around early childhood development or adolescent mental and behavioral health.

Job Responsibilities

Organizational Leadership

Serve on the leadership team with the CEO, VP of Finance and Director of Operations to develop and implement strategies in alignment with mission and values.

Oversee the implementation of programmatic strategic planning goals related to grantmaking and capacity building.

Supervise a team of three, one of whom will likely be remote, in alignment with organizational values and culture. Provide professional development opportunities and regular performance reviews.

Serve as the primary staff liaison to the Program Committee of the board including planning meetings and agendas, supporting the chair to be a successful leader of the committee, and implementing recommendations approved by the committee and board.

With the CEO and policy director, develop the organization's approach to advocacy and support implementation of that approach.

Community Engagement

Wyoming Medical Center Foundation
PO Box 2810
Casper, WY 82602
Phone: 307.243.2160



Wyoming Medical Center Foundation

Represent the foundation to the broader Natrona County community through strong relationship building with nonprofits, community leaders, and individuals with lived experience in the areas we seek to address.

Regularly meet with and engage nonprofits and the community in advising on and developing our strategy and work.

Track and report on outcomes related to community engagement.

Act on feedback from the community and make recommendations to leadership based on community input.

Grants Management

Develop the organization's grant programs and processes using the principles of trust-based philanthropy and engaging community members in decision making and power sharing.

Work with grants manager and consultant to develop a grantmaking process and database. Provide oversight to ensure effective implementation and regular use of the database.

Engage nonprofits and community members in developing and implementing grantmaking processes in accordance with trust-based philanthropy principles, potentially using a model like participatory grantmaking.

Working with VP of finance and finance manager, ensure an effective and efficient grant payment process is in place so that partners receive funds quickly and accurately.

Working with the community and board, define the success measures, track those measures, and recommend programmatic adjustments as needed to improve data management and outcomes.

Qualifications

Essential Skills:

- Excellent interpersonal skills with the ability to connect with diverse stakeholders and contexts
- Ability to work effectively within a small team, being both a collaborative team player and a self-motivated initiator
- Experience in and understanding of the Natrona County nonprofit community
- Demonstrated experience creating and refining effective but efficient processes
- Supervisory and coaching experience with a focus on employee engagement, learning, and professional development
- Demonstrated high level of diplomacy, sound judgment, and discretion when dealing with grantees, vendors, and community professionals
- Ability to organize and prioritize work and meet deadlines, paying close attention to details

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- Bachelor's degree or equivalent experience in public administration, public policy, nonprofit management, social work, education, or similar fields
- Combined eight or more years of nonprofit or public sector experience in Natrona County
- Experience working with those affected by mental health, behavioral health, childhood trauma, and/or adverse childhood experiences, or experience with early childhood development.
- Experience with meeting facilitation and collective decision making preferred.
- Excellent written and spoken (English) communication.
- Computer literacy including MS Office products. Ability to learn other computer applications.
- Reliable transportation

Physical Environment:

This is an exempt full-time 40 hour/ week position. We provide a flexible work environment where employees can work in the office or from home as needed, as long as work tasks are accomplished, and team dynamics remain positive. Position will need to be in the office for staff meetings, workshops, board meetings, and other events that benefit from in-person engagement.

Physical Requirements:

The physical demands described are those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The person in this position must frequently be able to:

Use computer devices and telephone devices

Lift/ carry up to 25 pounds

Salary/Benefits

The Salary for this position is \$100,000-110,000, depending on experience.

Benefits include health insurance, vision, dental, 401k match, and unlimited paid time off.

How to Apply

Please send a cover letter outlining why you are interested in and good fit for the position along with a resume to pmongold@wyohealthfoundation.org.

The Wyoming Medical Center Foundation is an Equal Opportunity Employer. The Foundation is committed to building a diverse staff and strongly encourages applications from candidates of color. Candidates will need to show proof of being fully vaccinated against COVID-19 to be considered for an interview and employment.

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