



Job Title: Executive Director

Location: Jackson, Wyoming

Employment type: Full-time, exempt

Reports to: Board of Directors

Start Date: Negotiable

Deadline to Apply: July 26, 2024

The mission of Protect Our Water Jackson Hole is to serve as a powerful advocate for protecting and restoring the surface waters and groundwater in Teton County, Wyoming, and to make a lasting positive impact on the community.

POSITION SUMMARY:

Protect Our Water Jackson Hole (POWJH) is seeking an experienced Executive Director who is passionate about our mission and able to lead our organization with excellence. The Executive Director will be responsible for overseeing all aspects of the organization's operations, including fundraising, program development, marketing and communications, financial management, and staff supervision. As a mentor to staff, the Executive Director will motivate and empower the team to achieve their best work.

In addition to their operational responsibilities, the Executive Director will be a passionate leader who inspires others to engage with our mission. They will work closely with the Board of Directors to ensure that the organization is fulfilling its mission and serving its constituents effectively. The Executive Director will also be responsible for cultivating and maintaining relationships with key stakeholders, including donors, partners, and community leaders.

Our ideal candidate will be a motivational leader with a proven track record of success in nonprofit management. They will be passionate about our organization's mission and committed to achieving our goals. The Executive Director will be a strategic thinker who is able to balance short-term needs with long-term planning. They will have excellent communication skills and be able to represent our organization to a variety of audiences.

KEY RESPONSIBILITIES:

Organizational Leadership and Board of Directors Relations

- Collaborate with the Board of Directors to ensure that the organization is fulfilling its mission.

- Provide regular updates to the Board of Directors regarding the organization's operations and performance.
- Work with the Board of Directors to develop and implement policies and procedures that support the organization's mission and goals.

Financial Management & Leadership

- Oversee the organization's financial management in partnership with the Board of Directors' Advancement and Outreach Committee, ensuring that the organization is financially sound and operating with financial prudence for long-term sustainability.
- Develop and oversee the organization's annual budget, working with the Board of Directors and development staff to ensure that it aligns with the organization's goals and priorities.
- Monitor financial performance on an ongoing basis, tracking revenue and expenses and making adjustments as needed to ensure that the organization is operating within its budget.
- Ensure that financial reports are accurate and provided to the Board of Directors in a timely manner, working with the Board of Director's Finance Committee to provide detailed financial analysis and reporting as needed.
- Collaborate with the Board of Directors and other stakeholders to identify opportunities for revenue growth and cost savings, while also ensuring that the organization remains financially stable and sustainable for the long term.
- Maintain up-to-date knowledge of best practices in nonprofit financial management and ensure that the organization's financial policies and procedures are in compliance with all relevant regulations and guidelines.

Fundraising and Development

- Develop and lead the implementation of a comprehensive fundraising and development strategy that aligns with the organization's mission and goals, with a focus on securing major gifts and individual donations.
- Identify and cultivate relationships with high-level donors, foundations, and other potential funding sources, working closely with the Board of Directors and other stakeholders to engage donors and secure major donations.
- Work with the Board of Directors and other stakeholders to establish fundraising priorities and opportunities, including annual giving campaigns, special events, and grant applications.
- Provide leadership and direction to staff and volunteers involved in fundraising and development activities, ensuring that all efforts are aligned with the organization's goals and priorities.
- Develop and implement donor stewardship plans to maintain strong relationships with donors and secure ongoing support, including regular communication, recognition, and engagement opportunities.

- Ensure that the organization raises enough funds to meet its annual goals and expand its mission, reach, and impact, monitoring progress toward fundraising goals and making adjustments as needed.
- Maintain up-to-date knowledge of best practices in nonprofit fundraising and development, and work collaboratively with the Board of Directors and other stakeholders to continuously improve the organization's fundraising efforts.

Staff Management & Mentorship

- Serve as a leader to the organization's staff, providing guidance, motivation, and support to help them succeed in their roles.
- Foster a positive work environment and promote teamwork and collaboration, encouraging staff members to contribute their unique perspectives and talents.
- Provide regular feedback to staff members, both in the form of ongoing coaching and formal performance evaluations, to ensure that they are meeting performance expectations and growing in their roles.
- Develop and implement staff development plans to support the ongoing growth and professional development of each team member.
- Model and promote the organization's values and culture, setting a high standard for ethical and effective behavior in all interactions.
- Ensure that staff members are fulfilling their roles effectively, and work with them to identify opportunities for improvement and growth.

Program Development and Management

- Develop and implement a strategic program planning process to identify programs that align with the organization's mission and goals, working closely with staff, volunteers, and other stakeholders to ensure that programs are effective, efficient, and meet the needs of the organization's constituents.
- Manage the day-to-day operation of programs, working with staff and volunteers to ensure that programs are executed with excellence and create the most impact for the mission of the organization.
- Evaluate program outcomes on an ongoing basis, using data and feedback from stakeholders to make adjustments and improvements as needed.
- Cultivate relationships with local and state elected officials, administrative agency staff, and external stakeholders.
- Expand programs and services as appropriate to fulfill the organization's mission, working with the Board of Directors and other stakeholders to identify opportunities for growth and innovation.
- Ensure that programs are implemented in accordance with all relevant regulations and guidelines, maintaining compliance with legal and ethical standards.

- Promote the organization's programs and services to key stakeholders, including donors, volunteers, community partners, and the media, to increase awareness and support for the organization's mission.

Marketing, Communications & Public Speaking

- Develop and implement a comprehensive marketing and communications strategy to increase the organization's visibility and reach.
- Create and maintain the organization's brand and messaging across all channels.
- Act as the organization's spokesperson and represent the organization at public events and speaking engagements.
- Develop and maintain relationships with media outlets and reporters to secure press coverage and promote the organization's activities.

Strategic Planning

- Work with the Board of Directors and staff to update and implement the organization's strategic plan.
- Conduct regular assessments of the organization's performance and adjust the strategic plan as needed.
- Identify opportunities for innovation, growth, and expansion, and develop plans to pursue them.
- Ensure that the organization's programs and activities align with the strategic plan and the organization's mission and values.

QUALIFICATIONS:

- Master's degree or equivalent in a relevant field (e.g., nonprofit management, public administration, or environmental and natural resource management).
- Minimum of ten years of experience in nonprofit, business, government management, or a related field.
- Strong leadership, communication, and interpersonal skills.
- Demonstrated experience in fundraising and development.
- Knowledge of financial management and budgeting.
- Basic understanding of relevant science and applicable legal and regulatory requirements.
- Ability to work collaboratively with staff, Board of Directors, donors, sponsors, and other stakeholders.
- Passion for the organization's mission and values.

COMPENSATION:

This is a full-time, exempt position with a competitive salary commensurate with experience. POWJH provides excellent medical, dental, and vision benefits; a generous leave policy; and the opportunity to participate in a retirement plan.

OVERVIEW:

Protect Our Water Jackson Hole is a 501(c)(3) non-profit organization serving as a powerful advocate for protecting and restoring the surface waters and groundwater in Teton County, Wyoming. POWJH operates as a science-based, nonpartisan organization that works closely with private and public entities to enact best practices, policies, and regulations to protect water quality.

First formed as 'Friends of Fish Creek' by a group of concerned citizens focusing on local nutrient pollutants and threats to fisheries on the Westbank, the organization garnered public support and funding to expand its mission and operations to counter rising threats to the surface and ground waters of the region. POWJH is the catalyst organization for the recently approved Teton County Water Quality Management Plan (WQMP), and its advocacy with the public led to the passage of a \$10 million Specific Purpose Excise Tax (SPET) for critical water quality initiatives. The governing body of Teton County is in the initial stage of implementing the recommendations outlined in the WQMP.

The headwaters of the Snake River originate in Yellowstone and Grand Teton National Parks and in the many Congressionally-designated national forest wilderness areas surrounding Jackson Hole. Although the Snake River sustains an EPA-designated Sole Source Aquifer which provides the only source of drinking water for the residents of Teton County, public water systems and private domestic wells that depend on this resource are vulnerable to groundwater contamination.

The Snake River and its tributaries provide exceptional habitat for valuable fisheries and abundant wildlife and are noted among the nation's most valued scenic and recreational resources. Portions of the Snake River and a number of other rivers within Teton County, WY are Congressionally designated as Wild and Scenic due to their extraordinary natural and scenic values.

TO APPLY:

Please email your resume, cover letter, and the names of five references (include contact and relationship information) to: searchcommittee@protectourwaterjh.org. Please insert Executive Director Application and your name in the subject line. Applications must be submitted by July 26, 2024 to be considered. We thank all applicants for their interest, but only those selected for an interview will be contacted.

For more information about Protect Our Water Jackson Hole, visit our website: protectourwaterjh.org.