

Position Announcement: Operations Manager, The WYldlife Fund



POSITION DESCRIPTION:

Title: Operations Manager

Salary: Base salary is commensurate with experience and education; potential for incentive-based bonuses; health insurance and retirement plan included in compensation package.

Reports to: President

Location: Wyoming; office location to be approved by the President

Anticipated Start Date: March 14, 2022

JOB SUMMARY: The Operations Manager will help oversee daily operations and provide strategic and tactical leadership for The WYldlife Fund of Wyoming (Fund). The Operations Manager will help assist the Fund, through donor relations, in reaching goals and objectives to connect citizens to the Wyoming Game and Fish Department and habitat conservation in Wyoming. The Operations Manager will help manage ongoing programs and serve as the right hand to the President. The Operations Manager will consistently evaluate the landscape to find opportunities which will advance the mission and vision of the Fund and motivate audiences to support the Fund's vision of conserving Wyoming's fish and wildlife resources. Potential for professional growth to a higher level position as the Fund matures.

REPORTING RESPONSIBILITIES: The Operations Manager will report to the President and maintain a close reporting relationship, enabling the President to lead the Fund and stay abreast of developments, problems, concerns, and successes.

ABOUT The WYldlife Fund: The WYldlife Fund is a two year old foundation with a vision of working closely with the Wyoming Game and Fish Department and stakeholders to conserve and enhance Wyoming's wildlife resources. We are seeking an energetic self-starter leader who is passionate about Wyoming wildlife resources to take matters to the next level for current and future generations. To learn more about our organization, go to: thewyldlifefund.org.

JOB RESPONSIBILITIES:

- Work closely with the President to develop strategic and tactical goals for the Fund.
- Work closely with the President to handle and oversee daily administrative needs for the Fund.
- Identify, develop, and maintain relationships with donors.
- Help develop annual marketing strategy and maintain strong online and social media presence for the Fund.
- Support and help grow Wildlife Tourism For Tomorrow.
- Work closely with the President on grant writing to support wildlife projects statewide.
- Help plan and implement special events for the Fund.
- Perform other duties as assigned by the President.

JOB REQUIREMENTS:

- A proven leader with strong strategic and tactical abilities who excels in program management, administrative skills, donor relationships and working cooperatively with a non-profit organization. Requires excellent verbal communication skills, strong writing skills, and exceptional self-presentation skills. Knowledge of fish and wildlife conservation in Wyoming is important. Some travel required; drivers license and clean driving record required.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in business, public policy, environmental science, wildlife management, or related field is preferred
- Working knowledge of non-profit administration and fundraising
- Demonstrated success leading an issue-based program or campaign
- Excellent communication and organizational skills; ability to work independently on a daily basis

To Apply: Email letter of interest, resume, and three references that are former employers, college professors, or prominent community citizens to: Chris McBarnes, President, The WYldlife Fund, at chris@thewyldlifefund.org. **This vacancy announcement is open until filled.**