

Wyoming Food for Thought Project Executive Director Job Description

Position:	Executive Director
Location:	Casper, WY
Type:	Full-time, Exempt
Reports to:	Board of Directors
Compensation:	Full-time, benefits eligible, salaried position

Overview:

Wyoming Food for Thought Project (WFFTP) began in October 2012 in response to a needed solution to the holes in the hunger safety net. Our mission is to create a local solution to hunger, whereby everyone - especially children - has direct and equitable access to good and healthy food, all year round.

Position Summary:

Wyoming Food for Thought Project 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, financial management, and staff supervision.

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.

Roles and Responsibilities:

Administration: overall responsibility for development, support, and retention of staff and volunteers. Foster a positive work environment and promote teamwork and collaboration, encouraging staff members to contribute their unique perspectives and talents. Facilitate effective board participation in business planning, financial oversight, community outreach, and fund raising.

Fund Development: oversee implementation of strategies to build productive relationships and generate continuing support from foundations, corporate sponsors, and individual donors. Work with the Board of Directors and other stakeholders to establish fundraising priorities and opportunities, including annual giving campaigns, special events, and grant applications.

Financial Management: 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. Develop and oversee the organization's annual budget, working with the board and other staff members to ensure that it aligns with the organization's goals and priorities.

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.

Community and Partner Relationships: 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. Sustain and build relationships with key nonprofit, business, and governmental partners to better serve the needs of the organization's mission.

Qualifications

- Demonstrated senior level experience managing a nonprofit organization (programs, strategy, human resources, finances, and systems/infrastructure).
- Proven grant writing success.
- Strategic thinker who is good at making decisions with an understanding of how they impact the big picture.
- Demonstrated experience in fundraising and development.
- Team builder with strong interpersonal and communication skills.
- Strong strategic fiscal management, oversight and budgeting skills.
- Ability to work collaboratively with staff, Board of Directors, donors, sponsors and other stakeholders.

To Apply:

Please submit your resume, cover letter, and 3 references to info@wyfftp.org.