Executive Director, Northern Rockies Conservation Cooperative

JOB DESCRIPTION

The Executive Director (ED) is responsible for the successful administration, program operations, and fundraising efforts for NRCC. The ED works at the direction of the NRCC Board of Directors and is responsible for supervising independent contractors/support staff. The position will be part-time (30 hours) and based in NRCC’s office in Jackson, WY.

PROGRAM RESPONSIBILITIES

• Support NRCC’s 43 Research Associates. Manage grant contracts, work with partners, coordinate invoices and payments, assist with hiring, generate financial reports as needed.
• Support NRCC’s 4 Resident Experts.
• Execute educational events (Biannual JH Wildlife Symposium, workshops, presentations by RAs).
• Support other program efforts developed by NRCC Board.

OUTREACH

• Regularly update web page and social media
• Create monthly E-newsletter
• Oversee production of annual printed newsletter
• Staff NRCC booth at community events

FUNDRAISING RESPONSIBILITIES

• Raise annual operating budget
• Raise funds to support NRCC program work (sponsorships, grants)
• Process all donations and manage data entry in database
• Oversee participation in Old Bill’s Fun Run and other community based fundraising opportunities
• Craft solicitation letters for campaigns
• Plan and execute annual Summer Social
• Assist board with donor recruitment and development

ADMINISTRATIVE RESPONSIBILITIES

• Schedule board meetings and prepare packets in advance
• Support board in preparation and evaluation of Strategic Plan
• Work with bookkeeper to process all invoicing and payments, including monthly reconciliations and payroll
• Work with Treasurer and accountant to prepare annual IRS Form 990
• Assist board with board member recruitment and development
• Responsible for office operations and supplies

QUALIFICATIONS
Advanced degree or 5 years conservation nonprofit experience. Understanding of and commitment to NRCC mission (see nrccooperative.org). Ability to work independently, attention to detail, and knowledge of Jackson community.

COMPENSATION
Commensurate with experience.

APPLICATION PROCESS
Cover letter and resume to nrcc@nrccooperative.org by January 25, 2018