

Executive Director, Wyoming Congressional Award Council Cheyenne, Wyoming

The Executive Director will implement the Congressional Award program, Public Law 96-114, The Congressional Award Act, within the State of Wyoming under the direction of the Wyoming Congressional Award Council (WCAC) Board of Directors. The Executive Director is responsible for overall management and operation, asset protection, budgeting and public relations for the WCAC, a 501 (c) (3) non-profit private corporation providing opportunities for young people to unleash their potential by achieving personal goals focused on volunteerism, character development and fitness.

General Responsibilities:

1) Board Governance: Works with the Board of Directors to fulfill the organization Mission.

- Responsible for leading WCAC in a manner that supports and guides the organization's Mission as defined by the Board of Directors and ensures compliance with requirements related to retention of the non-profit status of the WCAC.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of WCAC.
- Responsible for fundraising and developing other resources necessary to support WCAC's Mission.
- Prepare an annual budget proposal.
- Prepare monthly financial statements which accurately reflect the financial condition of the organization.
- Coordinate financial matters with the treasurer, accountant and Board.

3) Organization Mission and Strategy: Works with Board and staff to ensure that the Mission is fulfilled through programs, strategic planning and community outreach. The Executive Director is responsible for:

- Implementation of WCAC's programs that carry out the organization's Mission.
- Strategic planning to ensure that WCAC can successfully fulfill its Mission into the future.
- Enhancement of WCAC's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- Maintaining the positive relationship with the Wyoming Congressional Delegation and other elected officials in the state as appropriate.

4) Organization Operations and Events. Oversees and implements necessary resources to ensure that the operations and events of the organization appropriately conform to The Congressional Award Act.

- Responsible for effective administration of WCAC operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements and other instruments made and entered into and on behalf of the organization.
- Planning, execution and overseeing two major fundraisers - annual golf invitational and spring event.
- Coordinating, planning and execution of the State Ceremony, the trip to the National Ceremony and the Annual Service Retreat.

Professional Qualifications:

- Transparent and high-integrity leadership skills.
- Three or more years of senior nonprofit management experience.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Ability to convey a vision of WCAC's strategic future to staff, Board, volunteers and donors.
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector.
- Skills to collaborate with and motivate board members and other volunteers.
- Strong written and oral communication skills.
- Ability to interface and engage diverse volunteer and donor groups.
- Demonstrated ability to oversee and collaborate with staff.
- Strong public speaking ability.
- Grant writing and youth program experience preferred, but not required.

Job Duties:

1. Develop fundraising strategies in conjunction with the Board.
2. Plan and implement Board-approved annual budget.
3. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase overall visibility of the organization throughout the state.
4. Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance WCAC's Mission.
5. Develop and implement a strategy to ensure diversity among the WCAC participant base.
6. Ensure compliance with the requirements of P.L. 96-114 and the National Board of Directors.
7. Review employment and administrative policies and procedures for all functions and for the day-to-day operation of the non-profit.
8. Supervise and collaborate with organization staff.
9. Manage marketing and other communications efforts.
10. Serve as staff for Board and committee meetings?
11. Review and approve contracts for services.
12. Other duties as assigned by the Board of Directors.
13. Considerable travel is required.

Application Deadline – Friday, July 24, 2020

Application instructions: Interested applicants should direct questions, submit a cover letter and resume with contact information for three (3) job references to:

Pat Thomas

Wyoming Congressional Award Council Board of Directors

plthomas4@verizon.net