

National Bighorn Sheep Center in Dubois, Wyoming Seeking Executive Director

- Have you thought about working for a wildlife organization?
- Are you interested in new challenges?
- Do you like to run educational programs and outdoor activities, create new partnerships and networks?
- Do you enjoy meeting new people and speaking before an audience?
- Are you comfortable running a capital campaign, offering donors an opportunity to fund an organization with a great mission and programs – and keeping those donors inspired and connected?
- Can you multitask and also provide efficient personnel management?

If your answer is yes, we want to talk with you. The [National Bighorn Sheep Center](#) is looking for an Executive Director to take us forward into the new decade with continued strong leadership and vision: educating school classes and the public about bighorn sheep and other wildlife; actively working with research community.

We are looking for an inspiring individual who will bring:

- **Leadership:** contributing innovative ideas to Board of Directors, staff, and community
- **Reliability and confidence**
- **Commitment to mission**
- **Management Skills:**
 - work collaboratively with Board of Directors
 - fundraising experience
 - engage in effective planning and time management
 - goal oriented
 - work with treasurer/finance committee and accountant to create yearly budgets
 - effective management of staff and volunteers
- **Communication Skills:** effective, accurate verbal and written communications with ability to motivate others

- **Networking Capacity:** establishes and maintains rapport with members, donors, and partners - WY Game & Fish Department, and other regional, and national wildlife constituents

Successful candidate will have experience in

- Principles and practices of budget preparation and administration, including the use of balance sheets and profit and loss statements
- Office practices, procedures, and software including Word, PowerPoint and Excel.

Special Requirement: To reside in Dubois, Wyoming. This position requires onsite presence.

Qualifications: A Bachelor's Degree from an accredited college or university **or** experience in managing a non-profit organization or business.

How to Apply: Submit a .pdf (electronic) cover letter and detailed resume which includes three professional references to: info@bighorn.org with the subject "Executive Director Recruitment." Applicants may also submit one sample of a successful fundraising program/idea/material they initiated.

After a review of the applications received, the most qualified candidates will be invited to participate in an interview with the Board of Directors. Opening Date: August 17, 2020, Closing Date: September 18, 2020.