

Position Description

Title: Executive Director

Reports To: Board of Directors

Status: Full-Time, flexible hours

Location: Remote / Statewide (Must reside in Wyoming)

Position Summary

The Executive Director (ED) will provide visionary leadership, ensuring the sustainable growth and impact of the organization. This role combines implementation of strategic planning, staff team management, community outreach, fundraising, grant writing, communication, program development, and partnership cultivation to advance our mission and strengthen organizational capacity. The ED is responsible for the organization's consistent achievement of its mission: strengthening local food systems by connecting stakeholders and amplifying voices so that Wyoming producers, eaters, and environments thrive. This role requires a visionary leader who can manage diverse working groups, lead statewide fundraising efforts, and represent the coalition in legislative and public arenas.

Key Responsibilities

1. Strategic Leadership & Governance

- Partner with the Board of Directors to implement and keep the multi-year strategic plan up to date.
- Support the operation of the Board by providing timely reports, advising on policy, ensuring adherence to governance calendar, and facilitating board development.
- Manage staff team to maintain and increase statewide impact and grow the organization along with BOD's goals and strategic plan.
- Ensure the WFC's values of equity, inclusivity, and shared leadership are integrated into all programming and communications.

2. Stakeholder Engagement & Coalition Building

- Periodically check in and support the work of WFC's various Working Groups.
- Lead Event Planning and Organizational Sustainability meetings monthly.
- Foster relationships with statewide partners including fellow non-profits, producer-centric advocacy groups, grass-roots organizations, institutions, state and federal agencies, and various food security groups.
- Represent the WFC at public events, legislative hearings, and conferences to advocate for food system resilience.
- Track and record outreach and engagement for grant reporting and outreach strategy implementation.

3. Financial Management & Fundraising

- Develop and manage the annual budget in collaboration with the Board Treasurer.
- Report expenses and organize data monthly to support the Treasurer in developing their monthly reports.
- Diversify revenue streams through aggressive grant writing, individual donor cultivation, fundraising, and corporate sponsorships.
- Ensure compliance with all state and federal regulations regarding 501(c)(3) status and grant reporting.

4. Operations & Communications

- Supervise staff, contractors, and volunteers (including Americorps VISTA members if applicable).
- Oversee the organization's digital presence and the work of the Communications Director (website, social media, and newsletter) to ensure consistent internal and external messaging.
- Lead the coordination of the annual Wyoming Food Coalition Conference and other statewide educational events.

Qualifications

- **Experience:** 3-5 years of leadership in a nonprofit or food-system-related field (preferred but not required).
- **Knowledge:** Deep understanding of Wyoming's unique agricultural landscape, the Wyoming Food Freedom Act, and our state's unique food security challenges.
- **Skills:** Exceptional grant writing, written and oral communication, organization, delegation, and project management skills.
- **Education:** Bachelor's degree in Agribusiness, Public Administration, Communications, Social Justice, Environmental Studies, or a related field (a plus, but not required-previous experience is more important than formal education for this application).

Organization: [Wyoming Food Coalition \(WFC\)](#)

Position: Executive Director

Salary: \$48,000

Benefits: Full-time, flexible, remote work as W2 employee with monthly travel, health insurance coverage, technical equipment supplied (computer, software, and printer), and the opportunity to shape the future of Wyoming food & agriculture.

The Opportunity

Are you passionate about local food, rural resilience, and community resilience? The Wyoming Food Coalition is seeking a dynamic, visionary **Executive Director** to lead our statewide network. In a state as vast as Wyoming, the "connector" role is vital. Through policy and organizing, we are helping build the systems that make local food accessible, profitable for producers, and sustainable for the land.

Who We Are Looking For

- A **bridge-builder** who can talk to a rancher in Niobrara County, a policymaker in Cheyenne, and a community advocate on the Wind River Indian Reservation with equal ease.
- A **strategic fundraiser** who sees a grant opportunity and knows exactly how to align it with community needs.
- An **advocate** who believes that thriving farms and ranches, food sovereignty and local economies are the backbone of the Equality State.
- A **delegator** who can manage and motivate a team with thoughtful consideration to achieve the goals of the organization statewide.

What You'll Do

As ED, you will orchestrate the inner workings of WFC. You'll spend your days supporting the staff and working groups, securing the funding that keeps our initiatives alive, interacting with food system partners, and ensuring that Wyoming-grown food finds its way to Wyoming plates. You'll manage our annual conference, coordinate our staff team, and have a direct impact on the food and agricultural resilience of our state.

Why Wyoming?

This is a remote-friendly position that allows you to work from anywhere. You will be expected to travel approximately once a month to events around the state. You will join a passionate board, a motivated staff team, and a network of hundreds of stakeholders committed to a diverse, thriving, and equitable food economy.

How to Apply

Please submit a resume and a cover letter detailing your experience with food systems and your vision for Wyoming's agricultural future to info@wyfoodcoalition.org with the subject line: **"WFC Executive Director Application – [Your Name]."**

Applications will be accepted until May 15th at 11:59pm. The Wyoming Food Coalition is an equal opportunity employer.