



Educating and Inspiring through Wyoming's Extraordinary Skies

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Executive Director Job Description

Wyoming Stargazing's Mission

Wyoming Stargazing is a 501(c)3 non-profit organization, based in Jackson Hole, Wyoming, whose mission is to educate and inspire through Wyoming's extraordinary skies and the Universe beyond. We facilitate public and private stargazing programs, solar astronomy programs, planetarium programs, science speakers, and indoor astronomy presentations in Jackson Hole and surrounding areas. Education is at the heart of our mission. Our ultimate vision is to establish a public observatory and planetarium in Jackson Hole.

The Executive Director Position:

The Executive Director is a full-time leadership position reporting directly to the Board of Directors. He or She is responsible for accomplishing Wyoming Stargazing's short and long-term objectives. The Executive Director's primary tasks, as described more fully below, are fundraising, marketing, public outreach, budgeting, dealings with the Board and individual directors, capital purchases, and preparing and filing materials necessary to maintain Wyoming Stargazing's tax-exempt status. The Executive Director also supervises full-time and part-time staff and volunteers.

The Executive Director's Primary Responsibilities:

Working with the Board of Directors – The Executive Director reports to and works closely with the Board, special committees of the Board, and individual board members.

Fundraising – The Executive Director is responsible for preparing and implementing a development plan that includes soliciting donors, creating and maintaining donor lists and profiles, launching fund development programs, and planning and implementing special events and campaigns.

Strategic Planning – Along with the Board of Directors, the Executive Director is responsible for devising and managing Wyoming Stargazing's strategic operational and financial plans.

Financial Management – The Executive Director is responsible for the financial well-being and integrity of Wyoming Stargazing, which requires preparation of monthly and annual budgets and tax filings, as well as managing to those budgets.

Marketing – The Executive Director is responsible for creating and implementing a marketing and public outreach plan.

Supervision of Staff and Volunteers – The Executive Director is responsible for supervising full- and part-time staff and volunteers.



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Skills and Qualifications:

- Interest in astronomy, space, and the science education mission of Wyoming Stargazing.
- Prior leadership or senior position at a 501(c)(3) or similar mission-focused organization.
- Proven track record in, and ease with, fundraising, budgeting, marketing, and public outreach for a 501(c)(3) or similar mission-driven organization.
- Proven ability and desire to lead and motivate full-time and part-time staff and volunteers.
- Proficient in Word, Excel, Google Apps, and Quickbooks; knowledge of Salesforce fundraising software or similar fundraising software/databases would be helpful.
- Excellent management, public speaking, writing, and interpersonal skills.
- Willing to work variable hours (such as evening stargazing presentations, donor and special events).
- Able to apply strategic and creative thinking, while being persistent, motivated and energetic, along with the ability to work in detail-oriented fashion.
- Excellent organizational skills (able to work independently, flexibly, and productively in a fast-paced environment and the ability to manage a multi-faceted workload)