Mission
Protecting the wildlife, wild places, and community character of Jackson Hole.

Organizational Overview
43 years ago, a group of caring neighbors bound by a ferocious love for the magic of Jackson Hole founded the Jackson Hole Alliance for Responsible Planning. We’ve worked as a watchdog to defend Jackson Hole from many things you don’t see today; from oil/gas wells in Cache Creek to a dam that would have flooded Oxbow Bend, and much more. Now, as the Jackson Hole Conservation Alliance, we believe our valley still needs a local organization with deep roots to address bad ideas that don’t align with our community’s values. And we believe that if we are to succeed in protecting the wildlife, wild places, and community character of Jackson Hole, we must do more than respond to threats: we must empower the whole community to proactively create a better future.

That’s why we work to make Jackson Hole a national model of a strong community living in balance with nature: where abundant populations of wildlife have the freedom to roam across the landscape, through our neighborhoods, and safely cross our roads; where we live in walkable neighborhoods with accessible transportation choices and workforce housing, surrounded by protected open space, working agricultural lands, and connected wildlife habitat; and where we respect wildlife when we recreate on protected, wild, well-managed public lands.

The Alliance is the only advocacy organization in Jackson Hole focused on wildlife and community planning. We work proactively with our community to create a better future for our valley. We amplify our community’s voices, use facts and data to help our community make better decisions, empower the conservation leaders of tomorrow, and always seek to further engage our community in the civic process.

For more information on our programs, please visit www.jhalliance.org
Executive Director Position Overview:

The Executive Director leads the staff of the Alliance and is the representative of the organization. The board sets the overall strategic direction of the organization, and the ED has the ultimate responsibility for ensuring that the strategic directives of the Board are effectively completed. The ED is charged with guiding the overall success of the organization at all levels.

The ED plays a leadership role in all aspects of the Alliance’s work. This includes leadership responsibility in strategic thinking, issue analysis, fundraising and donor stewardship, budgeting, organizational culture, formal communications, institutional relationships, and the Alliance reputation at large. The ED is expected to maintain a strong working relationship with all major decision makers and community leaders who are involved in issues that are relevant to the Alliance.

The ED reports directly to the board, is supervised primarily by the Executive Committee, and is the direct link between the board and the staff. All staff report directly to the ED and it is the ED’s responsibility to hire, direct, motivate, evaluate, discipline, and terminate staff as necessary to complete the organizational priorities established by the board.

Executive Director Major Responsibilities:

**Strategic Direction**
- Provide recommendations on strategic direction to the board
- Ensure that all Alliance work is consistent with the strategic direction set by the Board

**Issue Analysis**
- Assist board and staff in analyzing major issues to determine a timely Alliance response
- In coordination with staff, research and study major issues so as to be fully informed
- Carefully follow all major news related to Alliance work to identify strategic opportunities

**Public Representation**
- Speak on behalf of the Alliance at major events, presentations, and public forums
- Write high profile formal communications, such as letters to the editor and “Guest Shots”
- Respond to media queries on behalf of the Alliance (or delegate such responses to specific staff members)

**Institutional Relationships**
- Build and maintain a strong working relationship with relevant institutions, including major federal and state agencies, local elected officials, and regional environmental and community organizations.
- Meet regularly with the leaders of key institutions to facilitate strong collaboration

**Fundraising**
- Oversee the overall fundraising efforts of the Alliance
- Identify and cultivate potential donors, including making personal asks for donations
- Assist as needed in identifying and applying for grants
Budgeting

• Direct the development of a proposed annual budget
• Work within the budget approved by the board, recommend budget adjustments as necessary
• Supervise project budget management by program staff

Organizational Culture

• Supervise and mentor staff members
• Empower staff by leveraging their knowledge and skills
• Ensure an engaging, productive, and inclusive office environment
• Encourage staff to pursue ongoing professional development

Alliance Reputation

• Take responsibility for the Alliance’s branding and reputation in all sectors of society
• Work with all staff and board to continually strengthen the Alliance’s reputation

Staff Supervision

• Organize and lead staff meetings
• Coordinate new employee orientations
• Hire, direct, motivate, evaluate, discipline, and terminate staff as necessary to complete the organizational priorities established by the board, in accordance with organizational policies

Relevant Skills

• Ability to act as the lead advocate for the Alliance, to individuals and large groups, with a genuine passion and concern which produces tangible results
• Ability to lead, inspire, and motivate a team and members of the community
• Prior experience managing multiple staff members
• Demonstrated experience in the planning/implementation of effective nonprofit conservation campaigns and programs
• In-depth knowledge of local conservation matters, especially in the context of wildlife/urban interactions, and community planning issues impacting Jackson Hole
• Demonstrated success in, and an enthusiasm for, fundraising from foundations and major donors
• Experience managing complex budgets, understanding of financial statements, and experience with grant requests
• Involvement with other nonprofit organizations, including service on boards, volunteering, and/or consulting
• Strong background in advocacy/grassroots advocacy
• Strong belief in the Alliance’s mission to protect the wildlife, wild places, and community character of Jackson Hole
Compensation
Salary is dependent on experience and knowledge. The Alliance offers a comprehensive benefits package including 100% employer-paid health, vision, and dental insurance; parental leave; retirement contributions; professional development; vacation, sick leave, and paid holidays.

Location
Our staff works together in our Jackson, WY office.

Application deadline and timeline
Applications will be accepted until the position is filled. We encourage early applications, and we will conduct interviews with qualified candidates on a rolling basis. Start date is flexible.

To apply
Send cover letter and resume to jobs@jhalliance.org. The Alliance is an equal opportunity employer and encourages applications from candidates in communities traditionally underrepresented in conservation. The Alliance strives to create a welcoming and inclusive environment for all. Contact Dawn Webster at 307-733-9417 x7 with questions about the role.