



Job Title: Associate Director
Reports To: Executive Director
Classification: Full-time salaried, exempt
Job Location: Kinnear, Wyoming*
Application closes: Friday, June 14, 2024
Salary range: \$65,000 - \$75,000 DOE plus benefits package

**The duties associated with this position require a frequent presence on site. However, some remote work may be possible for the right candidate.*

About the Organization: The Wind River Tribal Buffalo Initiative (WRTBI) is a recently created non-profit organization based in Kinnear, WY working to restore conservation Buffalo through land rematriation, community revitalization, and youth education. Our vision is thousands of Buffalo on tens of thousands of acres, protected under Tribal law as wildlife. We are dedicated to protecting the lands, water and wildlife of the Wind River Reservation. WRTBI seeks to honor this effort through working with Elders, Tribal Leaders, Tribal Programs, young people and community. We do this work through land acquisition, Buffalo management, and education and curriculum building. Learn more at www.windriverbuffalo.org.

WRTBI is seeking a person with a positive attitude, passion for our vision, and non profit management skills to be an administrator and advocate for the goals of the organization. The selected applicant will provide important talent to the organization to maintain an effectively administered office, deliver quality programming, and increase the effectiveness of our fundraising efforts.

Associate Director Responsibilities:

- Work closely with the Executive Director to ensure organizational efficiency and effectiveness through management of staff, implementation of organizational policies, and development and implementation of strategic plan.
- Act as a project manager within the organization including developing and managing organizational calendar, key documents, and annual and program budgets, as well as overseeing all finances.
- Lead annual planning and budgeting process, including setting organizational goals and benchmarks.
- Manage all contracts, budgets, and finances, including ensuring compliance with all legal and organizational policies.
- Represent the organization with external coalitions, partners, and key stakeholders.
- Coordinate closely with consulting, legal, and accounting professional services to ensure compliance, timely reporting, and strategic advancement of organizational priorities.
- Lead fundraising efforts for WRTBI through grant writing and reporting, engagement with donors, and development of new donor prospects.
- With support from the Operations Manager, coordinate and manage Board of Director activities and meetings, including overseeing the preparation and distribution of Board materials and ensuring regular engagement with the Board.
- Exhibit polite and professional communication in person and via phone, e-mail, and mail.



The ideal candidate is:

- Highly organized, with strong ability to manage organizational processes and projects, analyze financial and technical information, and solve problems in a timely fashion.
- A talented and responsive people manager who prioritizes respectful interactions with both internal and external stakeholders.
- Capable of communicating clearly in both written and verbal formats.
- Able to produce clear and well-organized administrative and financial reports, including creating an annual budget.
- Familiar with Microsoft Office and Quickbooks, and comfortable using Google Workspace (e.g. Google Docs).
- Comfortable with a dynamic work environment that involves many diverse stakeholders and may include performing unexpected (or sometimes unusual) daily tasks to support the daily success of the organization and management of Tribal buffalo herds.

Education and Experience Requirements:

Competitive candidates will likely demonstrate the following qualifications:

- Bachelor's Degree
- 3 years of operations or administration experience
- Knowledge of appropriate technology and software
- Valid driver's license and current automobile insurance

We also welcome applications from those who do not meet the above requirements. In your letter of interest, please describe how your combination of education and experience make you a fit for the Associate Director role.

To apply:

Please submit a resumé and a letter of interest explaining how your experience and skills make you a strong fit for this position. Send application materials to kristen@windriverbuffalo.org, and please put "Associate Director" in the subject line of the email.

