

Executive Director

United Way of Natrona County | Casper, Wyoming

About United Way of Natrona County

United Way of Natrona County (UWNC) unites the community to drive positive change. We believe lasting solutions to complex challenges, such as housing stability, food security, and youth well-being, come from collaboration rather than competition.

UWNC serves as a community connector and trusted partner in Natrona County, and as the fiscal agent for Campbell and Converse Counties, ensuring strong financial management and consistent investment processes. As collaboration grows across the region, we anticipate expanding this support into a more fully aligned role.

Position Summary

The Executive Director (ED) serves as the chief executive and public voice of United Way of Natrona County. This is a highly visible, community-facing role that combines relationship-building, strategic leadership, and a deep commitment to collective impact.

The ED leads with authenticity and purpose by connecting people, organizations, and opportunities to solve complex challenges through collaboration. They are equally comfortable in a boardroom, out in the field, or meeting informally with community partners.

While this is not a sales role, success requires a natural ability to inspire confidence, build support, and “close” opportunities. That could mean forming a partnership, securing a grant, or aligning people around a shared vision for change.

Key Responsibilities

Community Leadership & Strategic Impact

- Serve as the primary spokesperson and ambassador for United Way of Natrona County.
- Build and maintain strong relationships with community leaders, businesses, government entities, and nonprofit partners to advance collective goals.
- Convene cross-sector conversations that move from discussion to coordinated action.
- Represent UWNC at civic functions, community events, and public forums with credibility, warmth, and professionalism.
- Lead with curiosity, empathy, and integrity to build trust for effective collaboration.

Organizational Leadership & Strategy

- Partner with the Board of Directors to refine and execute UWNC’s strategic vision.
- Provide clear direction and motivation for staff and volunteers while fostering a culture of accountability and shared purpose.
- Ensure the organization meets all legal, ethical, and operational standards.
- Maintain UWNC’s membership compliance with United Way Worldwide.

- Lead with transparency, open communication, and a focus on long-term sustainability.

Resource Development & Financial Stewardship

- Cultivate relationships with donors, corporate partners, and foundations to strengthen resource development across Natrona, Campbell, and Converse Counties.
- Oversee and innovate year-round fundraising and grant efforts rooted in trust-based philanthropy.
- Ensure responsible financial management and reporting, in coordination with the Finance Committee and Board Treasurer.
- Maintain fiscal agent responsibilities for Campbell and Converse Counties with consistency and accountability.

Community Investment & Impact

- Oversee the Community Investment Committee (CIC) process to ensure funds are invested strategically and transparently.
- Support partner agencies in measuring outcomes, avoiding duplication, and maximizing impact.
- Strengthen the nonprofit ecosystem by encouraging collaboration and knowledge-sharing across counties.

Board Relations & Governance

- Serve as the key liaison between the Board of Directors and staff.
- Keep the Board informed on progress, challenges, and opportunities.
- Support board development, recruitment, and succession planning.
- Provide staff support to board committees and ensure alignment between governance and operations.

Marketing, Communications & Public Presence

- Oversee strategic communication efforts that elevate UWNC's visibility and impact.
- Lead storytelling efforts that highlight the work and success of our partner agencies and community initiatives.
- Ensure consistent branding, messaging, and outreach across all platforms.
- Build UWNC's public presence as a trusted, forward-thinking community leader.

Qualifications

- Bachelor's degree in nonprofit management, business, communications, public administration, or related field (Master's preferred).
- Minimum of 5 years of leadership experience with demonstrated community engagement responsibilities.
- Proven success in relationship cultivation, partnership development, and resource alignment.
- Strong financial management and strategic planning skills.

- Excellent written and verbal communication skills, including public speaking.
- Knowledge of the nonprofit and business landscape in central and northeastern Wyoming preferred.
- Willingness to travel within Natrona, Campbell, and Converse Counties as needed.

Ideal Candidate Attributes

- Connector: Naturally builds bridges across sectors, organizations, and perspectives.
- Closer: Persuasive and purposeful—able to turn shared vision into tangible action.
- Strategic Thinker: Balances big-picture systems thinking with practical execution.
- Authentic Leader: Leads with humility, confidence, and care for people.
- Community Builder: Believes in collective effort as the path to lasting impact.

Compensation & Benefits

Salary Range: \$65,000 to \$85,000, commensurate with experience and qualifications. Benefits include dental/vision, life insurance, retirement contributions, paid time off, and professional development opportunities.

Call to Lead

If you believe lasting change is possible when people work together toward shared goals, we encourage you to apply and help lead that work in Natrona County and beyond.

Submit a résumé, cover letter, and three professional references to office@unitedwaync.com.

Priority deadline: December 27, 2025. Applications will be reviewed as they are received, and the position will remain open until filled.