



Central Wyoming College

WPBS Foundation Executive Director

SALARY	\$78,000.00 - \$107,000.00 Annually	LOCATION	Riverton
JOB TYPE	Full-Time	JOB NUMBER	202300203
DEPARTMENT	Wyoming PBS	OPENING DATE	06/25/2026
ADDITIONAL INFORMATION	This position description is not intended, and should not be construed, to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required.		

Description

Job Summary:

The Executive Director is a full-time, executive level fundraising and management position that requires a dynamic, energetic, organized, and successful executive officer and development director. This position is primarily responsible for leading, directing, managing and organizing the achievements and operations of the Wyoming PBS Foundation to support Wyoming PBS, including facilitating donor development, generating fundraising, developing community partnerships, and expanding overall financial capital resources available to support Wyoming PBS's mission and strategic priorities. Extensive travel throughout Wyoming is required with a primary office in the Wyoming PBS Foundation offices located on the Central Wyoming College campus in Riverton, WY.

Examples of Duties

Responsibilities and Duties:

- 1. Major Gifts and Donor Development:** Plan, research, and implement major gift and planned giving campaigns; identify, cultivate, solicit, and steward major donors and prospects through visits and other direct personal contact, in accordance with performance targets established by the Foundation Board.
- 2. Corporate and Foundation Support:** Research, develop, and execute successful corporate and foundation sponsorship and support, including writing grants and proposals and planning and completing prospecting and

sales calls.

3. **Planned Giving:** Develop a strategy to recognize legacy donors along with a plan to conduct regular outreach and communication with bequest donors. Oversee the implementation of and follow through of a successful planned giving process at the foundation.
4. **Capital and Annual Campaigns:** Plan, coordinate, and complete capital or annual fund campaigns to support Wyoming PBS operations and programming.
5. **Membership Development:** Work with the Foundation Membership, Events & Pledge Director to ensure member satisfaction and to utilize the member database effectively in additional gift campaigns; assist in planning membership communications, functions and special appeals; develop and implement new strategies to attract and cultivate new donors and increase renewals.
6. **Business Management:** Working with the Board, work with Wyoming PBS on a joint strategic plan; set short-term priorities to accomplish annual goals; oversee accounting and business functions; plan Board meetings, create and update Board documents as necessary; hire and supervise office staff and contractors as needed; develop and track budget/expenses; ensure annual audits are complete and correct.
7. **Government Relations:** Work with the Wyoming PBS station CEO with communications and relationship building with local and congressional political representatives. This role is intended to help educate representation about the Foundation's updates and how they positively impact the station's efforts, as well as keeping representation informed about statewide and local events for Wyoming PBS.
8. **Wyoming PBS Liaison:** Identify and solicit major donations and grants for Wyoming PBS productions; ensure required grant and corporate reports are completed and delivered on schedule; coordinate on-air fundraising with Wyoming PBS staff; communicate with appropriate staff about underwriting contracts, promotions, program guide inclusions and other required information; coordinate with Wyoming PBS outreach staff and oversee coordination, in partnership with Wyoming PBS, outreach events; and provide reports and attend scheduled management team meetings with Wyoming PBS staff.
9. **Office Management:** Supervise and evaluate Wyoming PBS Foundation office staff; refine and maintain a system of records for communications, donor identification, receipt of gifts, fiscal transactions, bookkeeping accounts, and other matters as deemed appropriate.
10. **Community Engagement:** Cultivate community partnerships by building local relationships with Wyoming PBS and the Foundation through a variety of means including social events, meals, service club meetings, community events, and service area travel.
11. **Public Relations:** Raise public awareness and understanding of the Foundation's mission, and activities and programs of Wyoming PBS through active marketing and educational efforts throughout Wyoming PBS's service area.
12. Operate within the framework established by Wyoming PBS Foundation's policies, procedures, and practices.
13. Perform other reasonably related duties as directed or assigned.

Typical Qualifications

Minimum Qualifications

Education

- Bachelor's degree in business administration, marketing, communications, nonprofit management, or directly related field from a regionally accredited institution of higher learning recognized by the US Department of Education.

Experience

- Eight (8) years of progressively responsible experience in fundraising, fund development, or nonprofit management, preferably in a public media or educational setting.

Licenses/Certifications

- Valid Wyoming Driver's License and be insurable by Wyoming PBS's insurance carrier.

Equivalency Statement

- Equivalent combinations of education and experience from which comparable knowledge and abilities can be acquired may be considered on a case-by-case basis.

Desired Qualifications

- Certified Fund-Raising Executive (CFRE) certification
- Experience in public media fundraising and membership development
- Knowledge of public broadcasting industry and FCC regulations

- Experience with capital campaign management
- Familiarity with Wyoming communities and stakeholders

Knowledge, Skills, and Abilities

1. Public Media Knowledge: Clear understanding of and ability to articulate the public media mission in general, and the particular mission of Wyoming PBS.
2. Fundraising Expertise: Extensive knowledge of best practices in fundraising, planned giving, foundation management, major gift solicitation, and membership development.
3. Strategic Planning: Ability to serve as an innovative, entrepreneurial, and visionary leader with experience in strategic planning and implementation.
4. Communication Skills: Ability to effectively communicate both verbally and in writing, including presentation, communication and writing skills for diverse audiences.
5. Leadership and Management: Ability to exercise group leadership skills, which emphasize collaboration, consensus building, conflict resolution, and problem solving.
6. Technology Proficiency: Knowledge of and ability to use donor contact management systems, database software, and Microsoft Office applications.
7. Budget Management: Ability to develop and administer complex budgets and manage multiple priorities effectively.
8. Interpersonal Skills: Strong, effective interpersonal skills and ability in effective non-confrontational conflict resolution.
9. Ethics and Integrity: Demonstrated commitment to principles, ethics, confidentiality and integrity congruent with the mission, vision and values of public media.
10. Supervisory Skills: Effective personnel supervisory skills and ability to supervise the work of others.
11. Project Management: Ability to organize, prioritize, and follow multiple projects and tasks through to completion in a timely manner.
12. Team Collaboration: Ability to work independently while supporting a team effort across Wyoming PBS and Foundation operations.

Level of Supervision

- This position operates under the direct supervision of the CEO of Wyoming PBS and the President of the Wyoming PBS Foundation Board of Directors, serving as the liaison between the Foundation Board and Wyoming PBS while maintaining a close and collaborative relationship between the two organizations.

Working Environment

- Reasonable accommodation will be extended to otherwise qualified individuals with a legally recognized disability.

Equipment Used

- Standard office equipment including personal computer, calculator, fax machine, phone, scanners, copy machine, and telephone systems. Motor vehicle for extensive travel throughout Wyoming.

Physical Requirements

- Tasks require variety of physical activities, which do not generally involve muscular strain, such as walking, standing, stooping, sitting, reaching and light lifting. Regular talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform some essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Ability to operate a motor vehicle for extensive travel.

Environmental Conditions

- Work is performed in the office with substantial work outside of the office and requires frequent & extensive travel throughout Wyoming. Evening and/or weekend work is required for fundraising events, community engagement, and donor cultivation activities. Variable hours to accommodate different time zones and community schedules may be required.

CWC is an Equal Opportunity Educator and Employer. We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans, and persons with disabilities.

If you have a disability and would like to request an accommodation to apply for a position, please call 307-855-2112 or email cwchr@CWC.edu.

Supplemental Information

The **Wyoming PBS Foundation** is an independent, certified 501c3 nonprofit organization specifically established for the direct financial support of Wyoming PBS. To learn more about the Wyoming PBS Foundation Employee Policies please download them here - [Wyoming PBS Foundation Employee Policies](#)

Employer

Central Wyoming College

Phone

3078552124

3078552112

Address

2660 Peck Ave

Riverton, Wyoming, 82501

Website

WWW.CWC.EDU