



FOUNDER SUCCESS & OPERATIONS COORDINATOR

Part-Time | Salaried, Non-Exempt | 24 Hours/Week | Fully Remote |
\$33,000–\$36,000 Annually

About Startup Wyoming

Startup Wyoming is the statewide innovation network that helps Wyoming's innovation-driven founders navigate what can otherwise be a fragmented entrepreneurial ecosystem. Created in response to a statewide gap analysis involving more than 250 stakeholders across all 23 counties, Startup Wyoming serves as the **connective tissue between founders and Wyoming's economic development ecosystem**.

Our mission is to help Wyoming's innovation-driven founders understand what they're building, where they are in their journey, and what comes next. We help founders identify the resources and expertise that fit their stage, prepare for the capital they may need as they grow, and navigate the support available across Wyoming's entrepreneurial ecosystem. At the same time, we work alongside economic development organizations, accelerators, educational institutions, industry experts, investors, and other partners to strengthen connections, reduce duplication, identify gaps, and build a more coordinated statewide ecosystem.

We are a small, highly collaborative team building the systems, relationships, and statewide intelligence needed to help Wyoming's innovative companies grow.

The Opportunity

Startup Wyoming is seeking an organized, tech-savvy, relationship-focused **Founder Success & Operations Coordinator** to help keep founders, ecosystem partners, data, and program operations moving.

This is an ideal role for someone who loves creating order, following through, working with people, and making systems work better. You'll be an important part of the behind-the-scenes

infrastructure that ensures founders don't fall through the cracks and that Startup Wyoming has reliable information to understand and strengthen Wyoming's entrepreneurial ecosystem.

What You'll Do

- Conduct outreach and follow-up with founders and ecosystem partners across Wyoming.
- Coordinate communications related to founder intake, Founder Success sessions, programs, events, and referrals.
- Serve as Startup Wyoming's **Salesforce power user**, maintaining accurate founder, company, partner, referral, and program data.
- Build Salesforce reports, dashboards, list views, fields, and other basic configurations that support operations and reporting.
- Track referrals, engagement, and follow-up so commitments don't get lost.
- Maintain ecosystem partner information, including services, eligibility, geographic reach, contacts, and referral activity.
- Improve workflows, forms, templates, trackers, documentation, and light automations that make our work more efficient.
- Prepare reports, data pulls, and summaries for leadership, funders, boards, and program partners.
- Provide backend coordination for virtual programming, educational activities, and special projects.

What We're Looking For

We're looking for someone who is exceptionally organized, comfortable with technology, and serious about follow-through. The right person can work independently in a remote environment while staying highly connected to a small team.

Strong candidates will bring:

- Hands-on Salesforce experience, particularly data management, reports, dashboards, list views, and basic configuration.
- Strong technical aptitude and confidence learning and improving digital systems.
- Excellent organization, attention to detail, communication, and follow-through.
- Experience with Google Workspace, spreadsheets, Google Data Studio, and technology-enabled workflows.
- Professionalism, integrity, discretion, curiosity, and a service-oriented mindset.
- Experience in entrepreneurship, economic development, nonprofit programs, customer success, or program operations is a plus.
- Familiarity with tools such as Calendly, Canva, WordPress, or similar platforms is helpful.

A bachelor's degree is preferred, but relevant experience and demonstrated capabilities matter more to us than checking every box.

Position Details

Employment Status: Part-time, salaried, non-exempt

Schedule: Approximately 24 hours per week, with flexibility in how those hours are scheduled in coordination with the Director of Founder Success

Compensation: \$33,000–\$36,000 annually, depending on experience and Salesforce capabilities

Location: Fully remote. Because this role supports founders and partners across Wyoming, we will prioritize qualified Wyoming residents, followed by candidates within approximately a three-hour drive of Laramie, Wyoming. Highly qualified candidates outside this geographic area will also be considered.

Reports to: Director of Founder Success

Regular travel is not required, although occasional opportunities to attend approved conferences or statewide activities may be available.

Startup Wyoming is looking for someone who wants to do more than manage a database or complete a task list. **You'll help us build the infrastructure behind a stronger, more connected entrepreneurial ecosystem—and make it easier for Wyoming founders to find the right support at the right time.**

How to Apply

To apply, please email a resume and cover letter to info@startupwy.org by October 15, 2026.

Your cover letter should be one page or less and tell us why this opportunity with Startup Wyoming interests you and what experiences or strengths you would bring to the Founder Success & Operations Coordinator role. We'd especially like to hear about your experience with organization and follow-through, database or CRM systems, technology, working independently, and supporting customers, clients, or partners.

Salesforce experience is strongly preferred, particularly experience working as a Salesforce power user. However, we're open to providing Salesforce training for the right candidate who has a strong aptitude for database management, understands how CRM systems are used, and is comfortable learning new technology.

We're less interested in a formal cover letter than we are in understanding why this role interests you and why you think you'd be a good fit for our small, highly collaborative team.