

Wyoming Hunger Initiative

Position: Full-time, salaried, exempt, W-2

Reports to: Board of Directors

Work arrangement: Remote, with statewide travel

Salary range: \$80,000–\$110,000 annually

Healthcare benefit: Up to \$12,000 annually through a compliant benefits arrangement

About the Role

The Wyoming Hunger Initiative (WHI) seeks a mission-driven Executive Director to lead its strategy, operations, programs, partnerships, fundraising, and communications. Working remotely, the Executive Director will supervise regional directors and serve as the public face of WHI.

The successful candidate will be a strong organizer and communicator, comfortable managing a distributed team, building community relationships, and using budgets and financial information to guide decisions. The role also includes hands-on responsibility for developing and coordinating the organization's communications and marketing content, in collaboration with WHI's graphic designer.

Key Responsibilities

- Lead WHI's organizational strategy, priorities, operations, and programs.
- Supervise, support, and coordinate regional directors and other staff.
- Represent WHI with communities, partners, funders, media, and other stakeholders.
- Build relationships with food-relief organizations, schools, businesses, funders, and community partners.
- Develop fundraising strategies and pursue grants, donations, and other resources.
- Develop and monitor the annual budget, review financial performance, and support responsible financial practices.
- Oversee program implementation, evaluation, and reporting.
- Lead WHI's communications, public engagement, and marketing, including planning and creating social media content and other organizational messaging.
- Draft and coordinate press releases and other public-facing communications, working with the graphic designer to develop, prepare, and distribute content.
- Maintain effective administrative systems and ensure compliance with applicable requirements.
- Travel throughout Wyoming for meetings, site visits, events, and partner engagement.

Qualifications

- Experience in nonprofit leadership, organizational management, community engagement, or a related field.
- Experience supervising staff; experience leading a remote or regional team is an asset.
- Background in fundraising, grant development, donor relations, and partnership building.
- Ability to understand budgets and financial reports and use them to inform decisions.
- Excellent organizational, project-management, writing, communication, and relationship-building skills.
- Experience developing communications or marketing content, including social media and press releases, is preferred.
- Ability to manage competing priorities, deadlines, and follow-up.
- Familiarity with food systems, hunger-relief networks, or community-based nonprofit work preferred.
- Ability to work independently in a remote setting and travel statewide as needed.
- Bachelor's degree preferred; equivalent experience may be considered.

Work Schedule

This is a full-time position with a flexible schedule. The role may occasionally require work outside normal business hours or on typical workdays, including evenings or weekends. When additional hours are needed, the Executive Director and Board Chair will make reasonable adjustments to the work schedule or provide compensatory time, consistent with applicable law and organizational policy.

Compensation and Benefits

The annual salary range is \$80,000–\$110,000, based on qualifications. Benefits include up to \$12,000 annually for healthcare through a compliant arrangement, plus 15 vacation days, 6 sick days, and 3 personal days per year. WHI reimburses approved business travel and may support pre-approved professional development. Employment is full-time, exempt, W-2, and at-will, subject to applicable law and WHI policies.

