



JOB ANNOUNCEMENT

FRIENDS OF THE RED DESERT DIRECTOR

Friends of the Red Desert is a small, growing, grassroots nonprofit organization focused on the Northern Red Desert. We seek to sustain what makes the Red Desert special – for current and future generations.

JOB TITLE: Director
WORK TYPE: Part-time; hired through an annual contract; reports to Board of Directors
LOCATION: Preferred in Lander or Red Desert region

POSITION SUMMARY:

The Director position supports the day-to-day operations of Friends of the Red Desert, a small grassroots-based nonprofit organization focused on stewardship of the Northern Red Desert. This role is highly collaborative and requires a self-starter who can manage multiple responsibilities, has a passion for grassroots engagement, and possesses excellent organization skills.

KEY RESPONSIBILITIES:

- **Social Media and Communications**
 - Manage social media accounts, update the website, and maintain photo and video libraries
 - Manage the membership email system and newsletters with regular communications
 - Assist in advertisement and communications of FRD events and topics
- **Program Support** (with Board of Directors consultation and assistance)
 - Spearhead planning and organizing projects and events
 - Coordinate volunteers and field activities, and help implement outreach to stakeholders, new constituencies, partners, other conservation organizations, officials, and agencies
 - Help implement program, stewardship, and advocacy goals as developed by the Board of Directors
- **Administrative and Program Support**
 - Work with the Board of Directors and our grassroots leadership group, and schedule meetings and other outreach to FRD members and the public
 - Maintain databases and records, as needed
 - Grow FRD membership and donors

QUALIFICATIONS:

- Strong organizational and time-management skills with the ability to work independently
- Passion for grassroots and community engagement
- Familiarity with Wyoming public lands topics, enjoys outdoor recreation
- Knowledge of or ability to learn social media platforms and email tools
- Prior nonprofit, volunteer, or project coordination experience preferred

SCHEDULE AND COMPENSATION:

- Part-time: estimated 10 – 15 hours per week, flexible schedule, expenses covered
- Some evening or weekend work may be required for events
- Compensation range = \$35 - \$50/hour dependent upon experience

WORK ENVIRONMENT:

- Small, mission-driven team of volunteers with a collaborative culture
- Combination of remote work, office tasks, meetings, possible travel, and occasional fieldwork

HOW TO APPLY:

Review our website at friendsofthereddesert.org. Submit a resume and brief cover letter outlining your interest in the position and relevant experience. Submit to info@friendsofthereddesert.org. Deadline for applications = Dec. 14, 2026.