

## **WYOMING HIGH SCHOOL RODEO ASSOCIATION**

### **Outreach and Development Director Position Profile**

**Overall Objective:** To collaborate with the President and Board and represent the Wyoming High School Rodeo Association (WHSRA) in the state while identifying, creating, maintaining, and leveraging strong partnerships and relationships with local organizations, individuals, and policy makers. Serve as WHSRA's outreach, development, and communications lead by articulating the organization's mission and project goals in a variety of mediums that inspire sponsor support and help with the execution of events and programs.

### **Outreach and Development Director Report & Exempt Status:**

- Direct report to Wyoming High School Rodeo Association Executive Committee and Marketing Director Committee.
- Contract position.

### **Duties and Responsibilities Summary**

- This is an outstanding opportunity for an individual who excels in thinking about how to build strong relationships with the state rodeo community and supporters, engage supporters as sponsors, and providing authentic stewardship experiences.
- Create giving opportunities and direct development initiatives including major gifts, individual donors, corporate sponsors, and in-kind donations through campaigns, events, meetings, etc.
- Direct communications and marketing initiatives through writing and graphic design; raise community awareness by pursuing active media presence through public relations including social media, radio, TV, and magazines.
- Develop with the President or designee opportunities to support upcoming events and programs involving soliciting sponsors and execution.
- Other duties as assigned.

### **Working Conditions**

- WHSRA is a 100% remote workplace employer.
- Employees are expected to travel from time to time as a job responsibility.
- WHSRA offers employees flexible scheduling in achieving their responsibilities. The WHSRA believes that giving employees control over their schedules and greater flexibility in meeting personal and professional responsibilities gives employees the balance needed for their wellbeing. Each employee is accountable for their own workload and must prioritize tasks effectively to meet deadlines and expectations.
- WHSRA hosts the state finals rodeo each year and employees are expected to be at that event.
- Extensive computer and phone work.

## **Qualifications**

- Prefer 2 years of experience executing annual fundraising including activities/events.
- Prefer 2 years of experience with financial nonprofit accounting. Preference for experience with QuickBooks.
- BONUS: Success with securing corporate sponsorships (\$1,000 ) and grants (\$5,000 ).
- BONUS: Graphic design skills used in designing meaningful graphics for social media posts and newsletter layouts (digital and/or printed) Preference for experience creating visual content using InDesign.
- Highly professional with experience working with committees, teams, and volunteers.
- Strong verbal and written communication skills.
- Knowledge of Microsoft Word, Excel, Outlook; internet search skills.
- Authorized to work in the United States.

Salary commensurate with qualifications: starting \$18,000 annual salary plus bonuses. Please send resume and questions to Scott Arthun [searthun@gmail.com](mailto:searthun@gmail.com) or Shelly Thompson at [thompsons@bbc.net](mailto:thompsons@bbc.net)