



Jackson Hole Fire/EMS Foundation  
Executive Director, Job Description

Position: Executive Director

Direct Supervisor: Board of Directors

Summary: The Executive Director is responsible for the organization and management of the Jackson Hole Fire/EMS Foundation (JHFEMS), a non-profit organization located in Jackson, Wyoming. This includes strategic plan and tactical support for the Foundation's annual fund, major campaigns, and programs. The Executive Director is responsible for leading the organization that supports the members of Jackson Hole Fire and EMS (JHFEMS) through fundraising, education to the community and advocacy efforts

**Reporting/Supervisory Relationships:**

- Reports to and works in partnership with the Board of Directors

**Responsibilities**

Strategy

1. Recommends policies and establishes procedures for the foundation in compliance with federal, state and local laws.
2. In conjunction with the JHFEMS board, develops and implements a strategic plan and annual operating plan to guide JHFEMS efforts.

Fundraising

1. Develops and Executes strategies to raise funds that allow JHFEMS to achieve its mission and objectives.
3. Leads JHFEMS in fundraising efforts to meet the goals of the organization with the support of the fundraising committee and the entire board.
4. Cultivates existing donors with support of staff and board, and establishes a communications plan to continue stewarding donors.
9. Oversee all programs, services, and activities to ensure that program objectives are met.

### Community Leadership

1. Serve as the main liaison with other community organizations, key constituent groups, and governmental agencies on behalf of JHFEMS.
2. Work with JHFEMS leadership and members to execute foundation goals.

### Administrative

1. With the assistance of the board chair, plan agendas and develop materials for Board meetings.
2. Prepare an annual budget to be approved by the Board of Directors.
3. Review and approve the reimbursement of expenditures for foundation programs, events, and activities
4. Work with accountant on federal and state documentation, payroll, reports, and tax returns
6. Create an Annual Report to be shared with JHFEMS leadership, members, local elected officials, donors, and the general public
8. Manage the Foundation website and social media

### Community Education and Engagement

1. Oversee the community outreach program to ensure its connection to the mission of the organization and the overall success in the community.
2. Create the strategy for next steps for the program in Teton County and ideas to spread the mission beyond its current scope.
3. Work closely with key partners in the community to ensure effectiveness, scope and satisfaction for those key agencies involved.

### Minimum Qualifications

- College Degree preferred
- Experience in fundraising
- Knowledge of board governance and skill in cultivating board engagement
- Background in Public/Private Partnerships a plus
- Strong computer skills, comfortable with google docs, social media sites, and nonprofit fundraising software

### Compensation:

- Salary commensurate with experience
- Health Care Stipend
- 3% matching 401k
- Flexible work schedule, various community benefits