



Wyoming Arts Alliance Seeks to Contract a Director of Operations

Organizational Mission: WyAA's mission is to advance a creative and culturally vibrant state. This drives our purpose and vision to provide resources and advocate for vibrant, thriving communities that value artists and the contributions they make to community decision-making processes that improve quality of life for all Wyoming people.

Contract Description: The Wyoming Arts Alliance (WyAA) seeks a Director of Operations (DO) to oversee and manage the growth of this non-profit statewide organization. This is a one-year contract relationship, with potential for renewal.

The Director of Operations works with diverse organizations and individuals in communities small and large, in every Wyoming county. This requires working closely and responsively with WyAA's Governing Board. This is a contract arrangement, requiring a home business infrastructure and some travel throughout Wyoming.

Responsibilities:

- Administer and expand WyAA's leadership development *More Arts Program* and *Online Cultural Series*. Identify and help develop appropriate partnerships
- Increase funding for sustaining WyAA operations and programs through increased grants; memberships; individual donations; sponsorships; and partnership endeavors
- Improve advocacy networks, establishing regular training opportunities; mechanisms for the exchange of information, ideas, and results; and creating a statewide mentoring program and advocacy cohorts
- Increase membership by establishing recruitment and messaging strategies
- Administer Board training for important topics and an onboarding process for new Board members
- Create a succession plan for all staff and Board positions; review and update the strategic and operations plans regularly with the Board
- Improve communications and messaging
- Establish and implement marketing goals and methods
- Work closely with WyAA's lobbyist to track and respond to legislative issues that affect WyAA's diverse membership and partners
- Administer day-to-day operations, including financial oversight, of WyAA

- Develop a yearly budget that reflects and supports the goals of WyAA, in conjunction with the Board Treasurer, for Board review and approval
- Research and apply for grants that support WyAA's goals and programming

Requirements:

- A commitment to WyAA's core values, which include working to promote diversity, equity, inclusion, and accessibility to the arts in Wyoming
- Excellent leadership, organizational and communication skills
- Previous experience with non-profit organizations
- Proven knowledge of planning and assessment metrics in a non-profit setting
- Business infrastructure (computer, printer, phones, etc.)
- Ability to travel (vehicle, license, comfort level for driving long distances between communities)

Contract Amount: \$50,000

How to apply:

- Provide a cover letter (max. 2 pages) describing your interest and experience in relationship to the job responsibilities and requirements.
- Provide a current résumé (max. 2 pages).
- Provide 3 references including name, position, email, and phone number(s).
- Be sure to label, number and include your name and contact information on each page submitted.

Include all items in a single PDF file and email to: wendybredehoft@gmail.com.

Closing date: Friday, October 15, 2021 or until filled.

For more information or inquiries contact:

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