

## JOIN OUR PASSIONATE TEAM!



Make-A-Wish® Wyoming creates life-changing wishes for children with critical illnesses.

For children diagnosed with critical illnesses, a wish come true can be a crucial turning point in their lives. A wish can be that spark that helps these children believe that anything is possible and gives them the strength to fight harder against their illness. The Wyoming chapter was founded in 1985 and has granted over 700 wishes of Wyoming children in that time. 99% of doctors say wishes help relieve a family from traumatic stress, and 87% of alumni say their wish was a turning point in their treatment.



**Position: Chief Executive Officer**

**Reports to: Board of Directors**

**Location: Casper, Wyoming**

### JOB PROFILE

Our ideal candidate is a highly compassionate and dynamic leader with significant executive experience in managing organizations. We seek someone who brings a deep understanding of strategic leadership and relationship-building, with a proven track record of operational excellence and business acumen, gained in either the nonprofit or corporate sector. They must possess exceptional communication skills, a demonstrated ability to drive organizational growth, and a history of working closely with boards to set and achieve ambitious goals. With a strong understanding of Wyoming, this leader will inspire and empower staff, volunteers, and supporters to advance the Make-A-Wish mission in the Cowboy State.

### LEADERSHIP COMPETENCIES

#### Organizational Leadership

- Possesses a track record of hiring and retaining top talent
- Develops the full potential of the skill sets of team members by creating personal development programs and measuring success
- Implements effective succession planning for the CEO role and other key positions
- Courageous and decisive – builds consensus and makes tough decisions
- Leads via influence and shares leadership by empowering team members

#### Fundraising and Development Expertise

- Serves as the Chief Development Officer who strategizes the development portfolio and is courageous about making major gifts “asks”
- Demonstrated development/fundraising experience
- Entrepreneurial thinker who is creative about raising money
- Experience creating joint ventures and partnerships with external constituents
- Realizes that corporations and individuals invest in mutually beneficial initiatives

## Strategic Thinker and Leader

- Focuses key stakeholders on mission critical, long-term strategic initiatives
- Challenges and inspires the organization to consider the “big” picture
- In conjunction with stakeholders, translates strategies into concrete action plans
- Executes short- and long-term plans, and uses tangible metrics to ensure success
- Possesses contextual intelligence and is able to balance strategy, execution, and accountability

## JOB RESPONSIBILITIES

- Develop, communicate, and implement goals and objectives. Ensure the Chapter is meeting the standards and performance measures established by Make-A-Wish America.
- Provide visionary leadership and achieve program growth.
- Ensure that wish referrals and completed wishes reflect the diversity of the region and the communities served.
- Actively participate in the raising and leveraging of funds. Develop broad-based funding sources to ensure a continuing, stable financial base for chapter operations.
- Ensure fiduciary responsibility, sound financial management, and financial accountability for contributions, income, and all other foundation assets. Ensure public accountability consistent with Make-A-Wish America policies.
- Actively travel the state to build relationships and opportunities, serving as a spokesperson and advocating for the organization’s mission, programs, and services.
- Maintain an open, collaborative relationship with Make-A-Wish Wyoming Board of Directors to ensure the following:
  - Providing ongoing development and supporting an effective, powerful, high-impact board
  - Building strong professional ties with board members and key business leaders
  - Promoting Make-A-Wish to potential board members and engaging them in our mission
- Maintain effective public relations, public information, and marketing programs. Establish and cultivate close working relationships with other community organizations and leaders.
- Identify and develop paid and volunteer staff. Ensure the development and maintenance of effective human resources management, programs, and policies. Recognize the contributions and services of paid and volunteer staff.
- Collaborate with other chapters to grant wishes that take place in Wyoming.

## ADDITIONAL LEADERSHIP QUALITIES

- Drives Vision & Purpose – Painting a compelling picture of the vision and strategy that motivates others to action
- Builds Networks – Effectively building formal and informal relationship networks inside and outside the organization
- Develops Talent – Supporting staff to meet both their career goals and the organization’s goals
- Ensures Accountability – Holding self and others accountable to meet commitments
- Manages Ambiguity – Operating effectively, even when things are not certain or the way forward is not clear
- Cultivates Innovation – Creating new and better ways for the organization to be successful
- Balances Stakeholders - Anticipating and balancing the needs of multiple stakeholders

## REQUIRED SKILLS AND ABILITIES

- Passion and commitment for the mission of Make-A-Wish and its importance to Wyoming.
- A strong sense of self, which inspires trust and confidence by others.
- Demonstrated experience to assess, plan and implement fundraising strategies.
- Proven ability to develop funding sources, including major donors, for growth initiatives.
- Experience leading a complex organization and an understanding of the importance the organization and its volunteers have in their local communities.
- Demonstrated leadership, innovation, vision and creativity in positions held.
- Demonstrated experience at working effectively and achieving results with all levels of an organization and building the appropriate partnerships with board, committees, staff, volunteers, chapters, and the public.
- Ability to work effectively with diverse constituencies, including key community leaders and organizations.
- Strong understanding of inter-organization relationships and ability to network and build effective collaborative relationships.
- Outstanding public presentation skills and a capacity to communicate complex information to the press, board, committees, staff, volunteers, and the public in a concise, focused and convincing manner.
- Maintain positive working relationships with internal and external parties.  
Internal: Board of Directors, committees and all staff; External: Make-A-Wish America - National Headquarters, other chapters, major donors, volunteer leadership, community organizations and businesses in the chapter territory.

## REQUIRED QUALIFICATIONS

- Bachelor's degree required, with an advanced degree preferred.
- Minimum of three years' executive-level management experience.
- Direct experience carrying out fundraising and/or business development via multiple methods, including major gifts, grants, corporate sponsors, and special events preferred.
- Proven track record of success managing financial responsibilities, Board of Director relations and operations management.
- Minimum five years' not-for-profit experience either as a volunteer or staff member.
- Ability to travel monthly within Wyoming and annually to two out-of-state events.

## COMPENSATION & BENEFITS

Annual starting salary ranges from \$100,000 to \$130,000, commensurate with experience. Generous benefits package includes vacation, paid holidays, health insurance, dental insurance, and SIMPLE IRA match.

## TO APPLY

Qualified candidates, please email a formal cover letter and resume to [jessie@peakconsult.net](mailto:jessie@peakconsult.net). For questions regarding the position contact Jessie Dafoe, Peak Consulting, at 307-421-4341.

*All inquiries and applications will be held strictly confidential*

To learn more about Make-A-Wish in Wyoming go to <https://wish.org/wyoming>

Make-A-Wish Wyoming is an equal opportunity employer