

## Full Job Description: Platte River Trails Trust Executive Director

### Summary:

Lead the organization, guide the board of directors and work collaboratively with stakeholders including local and state agencies, donors, sponsors, and volunteers, to maintain, enhance and expand our community's non-motorized trail system in Casper and Natrona County.

### Job Requirements

- Familiarity with non-profit management
- Excellent written and oral communication skills
- Experience with organizational management and event booking
- Computer literacy with knowledge of Microsoft Office Suite including Excel and PowerPoint, QuickBooks, Constant Contact and Zoom
- Experience with non-profit development and donor acknowledgement
- Proven special event organization

### Essential Job Functions (May Include but not limited to):

- Perform all office functions
- Organize board meetings and other committee meetings
- Work hand in hand with consultant on grant writing and stakeholder communications
- Lead all strategic and project planning
- Create all development and fundraising materials
- Spearhead all donor acknowledgement efforts
- Work hand in hand with consultant to create all marketing content including annual sponsorship drive, annual report, social media campaigns and other fundraising campaigns
- Respond to all Pumphouse event inquiries and book and calendar all events
- Supervise Pumphouse and maintenance staff
- Work with City staff on maintenance of the River Trail

### Education and Experience

1. Bachelor's degree in organizational leadership, Outdoor Recreation Management, Public Administration, or related field
2. One-year non-profit administration experience

### Knowledge Of:

1. Modern office procedures, methods, and equipment.
2. Principles and procedures of record keeping.
3. English usage, spelling, vocabulary, grammar, proofreading, and punctuation.
4. Principles and practices used in interacting with the public.
5. Basic mathematical principles.
7. Techniques for proper telephone etiquette.

Job Type: Full-time

Pay: \$45,000 - \$65,000

Benefits Negotiable

Interested parties are asked to send a cover letter, resume and contact information for three work related references in

**one single PDF to [aemery@platterivertrails.com](mailto:aemery@platterivertrails.com)**

Position Open Until Filled