

The Lions of Wyoming Foundation is seeking applicants for the position of Executive Director.

Application deadline: June 20, 2020



Job duties include:

In general, the Executive Director shall be charged with the daily operations of the Foundation Programs. The Executive Director shall supervise any staff of the foundation and shall be responsible for implementing the policies and directives of the Board of Trustees. In addition, the Executive Director shall perform all the duties as from time to time as may be prescribed by the Board of Trustees or the President.

Specific duties shall be, but not necessarily limited to:

- Organize and implement all fundraising activities
- Contribute to the We Serve newsletter to promote support of the activities of the Foundation
- Recruit club representatives as needed
- Attend all regular and special meetings and participate in special meetings as directed.
- Notify the Board of Trustees and all Lions Clubs at least two weeks in advance of regular meetings
- Solicit support and funding from Lions for the Friends of the Foundation, the Winland Award/Silver/Bronze Lions Club, and Bricks/Stone program.
- Solicit support and funding for the Foundation from non-Lion entities that shall include but not be restricted to other foundations, corporations, individuals, and governmental agencies.
- Work with the District 15 LCIF Chair to increase Lions contributions to LCIF and to channel donations through the Foundation.
- Provide information at the District 15 Convention and Cabinet Meetings
- Represent the Foundation at any function/meeting or on any other board as directed and/or approved by the Board of Trustees.
- Have input into the preparing, editing, and distribution of any and all reports and statements, and at the discretion of the Trustees, to attend the National Foundation Convention.

Qualifications:

- A Lion in good standing in a District 15 Lions Club (if not currently a Lion, agree to join immediately upon being hired).
- Documented evidence of proficiency in fund raising for non-profits
- Effective oral and written communication skills
- Organizational skills
- Computer literacy skills to include word processing, desktop publishing, spreadsheets and teleconferencing.
- A flexible schedule which permits travel throughout Wyoming

To obtain an application, please visit

<https://www.lionsofwyomingfoundation.org>

Send your application to:

Bob Lyons, President LoWF

PO Box 564

Pine Bluffs, WY 82082

or email: bobdiane4@rtconnect.net