

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

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 may be prescribed by the Board of trustees or the President.

Specific duties shall be but not necessarily limited to:

- **Organize and implement all fund raising activities**
- **Publish and distribute the quarterly newsletter**
- **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**
- **Organize, coordinate, and implement the eyeglass-recycling program**
- **Solicit support and funding from Lions for the Gold Lion, Gold 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 government agencies.**
- **Work with the D-15 LCIF Chair to increase Lions contributions to LCIF and to channel donations through the foundation.**
- **Provide information at the D-15 Convention**
- **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.**

The following qualifications are desirable:

- A Lion in good standing in a District 15 Lions Club.
- Documented evidence of expertise in fund raising for non-profits
- Effective oral and written communication skills
- Organizational skills
- Computer literacy skills to include word processing, desktop publishing, and spreadsheets

- A flexible schedule which permits travel throughout Wyoming

To obtain an application, please visit

<https://www.lionsofwyomingfoundation.org>

Send your application to:

Craig Thompson

LoWF President

503 One Half Carey Ave

Gillette WY 82716

or email to

craigthompson191@yahoo.com