

# Headwaters Community Arts and Conference Center Wind River Valley Artists' Guild and Visitors Center in Dubois, Wyoming **SEEKING DIRECTOR**

- Are you interested in new challenges?
- Do you enjoy meeting new people and working collaboratively with various groups and memberships?
- Are you excited to work for an organization with a great mission?
- Do you take pride in seeing your marketing and grant writing skills improve the organization you lead?

If your answer is yes, we want to talk with you. The Headwaters Community Arts and Conference Center, Wind River Valley Artists' Guild and Visitors Center are looking for a Director to take us forward into the future with strong leadership and vision.

We are looking for an individual who will bring:

- **Leadership:** contributing innovative ideas to Board of Directors and community
- **Reliability and confidence**
- **Commitment to mission**
- **Management Skills:**
  - work collaboratively with Board of Directors
  - marketing experience
  - fundraising experience
  - engage in effective planning and time management
  - goal oriented
  - work with treasurer and accountant
  - effective management of staff and volunteers
- **Communication Skills:** effective, accurate verbal and written communications with ability to motivate others
- **Networking Capacity:** establishes and maintains rapport with the public.

## **Successful Candidate Will Have Experience in:**

- Principles and practices of budget preparation and administration, including the use of balance sheets and profit and loss statements
- Office practices, procedures, and software including Word, PowerPoint and Excel.

**Special Requirement:** To reside in Dubois, Wyoming. This position requires onsite presence.

**How to Apply:** Submit a .pdf (electronic) cover letter and detailed resume which includes two references to: [tuckey@wyoming.com](mailto:tuckey@wyoming.com)

**To Request a Detailed Job Description:** Contact Leigh Tuckey at [tuckey@wyoming.com](mailto:tuckey@wyoming.com)

After a review of the applications received, the most qualified candidates will be invited to participate in an interview with the Board of Directors.

**Closing Date: Position open until filled.**