

Community partnerships manager

Reports to: Development director

Location: Lander, Wyoming preferred. Other Wyoming locations considered.

WyoFile is returning the facts to Wyoming's civic discourse with community-supported, non-partisan watchdog journalism. To make that happen, we're looking for an enterprising community partnerships manager to connect WyoFile's work with key stakeholder groups, institutions, organizations and other audiences..

This is a rare "Goldilocks" opportunity — WyoFile is at the intersection of maturity and opportunity, and this role will be instrumental in expanding an already rapidly growing development program. The right candidate will leave their mark on WyoFile, Wyoming and American democracy.

Fast Facts:

Established: 2008

Employees: 12 and growing

Annual budget: \$1.4M

Contributing members: 2,200

120% digital user growth in last two years

50+ state and regional publications that rely on WyoFile reporting

What you'll do:

- Identify and build relationships with community, civic, corporate, nonprofit and trade organizations and other groups across Wyoming.
- Work with partner groups to identify and coordinate outreach, event, presentation, promotion and content-distribution opportunities.
- Identify, solicit and fulfill underwriting partnerships
- Research and execute charitable foundation relationship networking to advance institutional grant support.
- Work with development staff on strategic donor communications, annual reports, newsletters, seasonal fund drives and other communications that advance WyoFile's mission and visibility.
- Integrate work into donor management database to ensure consistent data management.

- Perform other work in collaboration with development staff including, but not limited to, event planning and execution, board of directors relations and local advisory group support.

What we're looking for:

- Relationship fluency. You connect with people of all descriptions and cultivate relationships as a matter of course.
- Organization. You have, or are able to create, the systems, tools and infrastructure necessary to organize a broad array of relationships, notes, tasks, and short- and long-term objectives within the development program.
- Effective communication. You have the ability to convey the importance of independent local news for a thriving democracy and a healthy community.
- Solution-seeking instincts. You are constantly seeking common values and interests, in whatever form, to work toward shared solutions.
- Goal orientation and intrinsic motivation. Challenges inspire you, particularly when the objective is clear. You are accustomed to tackling ambitious, complex initiatives in which failure is not an option.
- Professional persuasiveness. You are comfortable identifying, drawing out and addressing objections; able to craft a compelling message and adapt it to your audience and situation; and are effective face-to-face, on the phone and in writing. You relish asking the tough question. You love to close.

We're especially interested in candidates who:

- Have demonstrated experience with nonprofit development work and CRM tools
- Are personally grounded in the unique cultures of Wyoming
- Have worked in or can demonstrate a passion for journalism
- Are comfortable interacting with people and organizations representing a broad array of opinions and ideas

WyoFile is committed to building an inclusive newsroom that represents the people and communities we seek to serve. We especially encourage members of traditionally underrepresented communities to apply for the Development Coordinator role, including women, people of color, members of the LGBTQ+ community, and people who are differently abled.

The details:

Start date: ASAP

Competitive salary commensurate with experience

Location: Flexible

Significant windshield time — long hours traversing Wyoming's wild wonderful landscape — required.

WyoFile offers unlimited paid time off, excellent health insurance with dental and vision, a matched SIMPLE IRA, flexible work environment and other benefits.

To apply, please address resume and cover letter to Daniel Kenah at jobs@wyofile.com.