



## Executive Director Position

### About Womentum

Womentum is a Jackson Hole-based nonprofit dedicated to inspiring and connecting women as leaders. *Our mission is to inspire and connect women to thrive as leaders.* Through our flagship Womentoring program, our annual events such as March Onward and Leadership Series workshops, and alumni programming, we build meaningful relationships that help women realize their full leadership potential. We are a small, two-staff, mission-driven organization where every person on the team has real impact.

### Position Summary

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Womentum is seeking a *Part-Time* Executive Director to join our team during an important chapter of organizational growth. This role is the glue between our programming, our donors, and our board, and requires someone who understands that fundraising and relationship-building are not separate from the mission but central to it. The Executive Director (ED) works closely with the Program Director and reports directly to the Board Chair. This is a part-time, hourly W-2 position at approximately 25 hours per week, with the possibility of up to 30 hours weekly during busier periods with advance approval. Hours will be tracked as a monthly average to allow flexibility with seasonal workload.

### Key Responsibilities

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#### Fundraising · Approximately 65% of Time

Fundraising is the primary weight of this role. We are not looking for someone who needs training in development, but someone who brings experience and confidence to donor relationships and is ready to grow our fundraising capacity alongside an active board.

- Manage and steward a portfolio of major gift donors and corporate sponsors.
- Lead our three primary fundraising campaigns: Old Bill's Fun Run, the June Luncheon and March Onward. Lead Old Bill's grant application, appeals and reporting. Manage and grow the June Luncheon and March Onward campaign, including the Honor Her appeal.
- Develop and maintain prospect pipelines in partnership with the board's Development Committee.
- Identify, pursue and cultivate introductions to move donor and sponsor relationships forward. Support the board in Mission Moments, as needed.
- Maintain gift records, acknowledgments, and donor data in Little Green Light (LGL). Manage LGL data and donor fundraising reports for board and committee leads.
- Attend prospect meetings, community events, and represent Womentum in the community with ease. Serve as an organizational ambassador in Jackson Hole's philanthropic community.
- Identify, apply and manage grant applications. Monitor and lead grant reporting coordination.

#### Board and Organizational Administration · Approximately 25% of Time

- Lead board meeting preparation: write the ED report, work with the Treasurer to ensure financials are ready, compile and share the board packet at least two weeks in advance, and serve as the primary point of contact for organized board requests.

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- Oversee financial administration in partnership with the Treasurer and bookkeeper, including monthly reconciliation, vendor payments, and Form 990 coordination. Build and propose an annual budget.
- Hire, train, supervise and support staff through regular weekly check-ins.
- Manage systems access, technology, and organizational records.

### **Programming Support · Approximately 10% of Time**

- Collaborate with the Program Director to support ongoing programming and theme creation as needed. Co-lead with Program Director on panel selection for March Onward.
- Attend and support events, co-lead event content strategy as needed with the Program Director.
- Support alumni engagement and steward relationships with Womentum alumnae.

### **What We're Looking For**

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The right person for this role brings fundraising experience and genuine enthusiasm for mission-driven work. They are comfortable making asks, building donor relationships, and working within a collaborative model in which the board plays an active role. Looking for someone with vision and agility to pivot/be innovative.

- Demonstrated leadership experience in nonprofit fundraising, donor stewardship, staff management and development with a minimum of 3 years working directly in fundraising and comfort securing five-figure gifts as well as applying for and receiving grants.
- Comfort with major gift conversations and sponsor cultivation, not just administrative development tasks and follow-through.
- Strong written and verbal communication skills.
- Organized and self-directed, with the ability to manage multiple campaigns and priorities simultaneously.
- Able to plan ahead and organize their monthly calendar to successfully fulfill their responsibilities while working independently/remotely, as Womentum does not have an office space.
- A collaborative working style and genuine alignment with Womentum's mission.
- Familiarity with Jackson Hole's philanthropic community is a plus.
- Experience with CRM donor databases required. At Womentum, we use Little Green Light. Experience with this software would be preferred but not required.

### **Compensation and Structure**

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- Part-time, hourly W-2 position
- 25 hours per week baseline; up to 30 hours with advance approval during high-demand months
- Hourly rate between (\$35-\$40/h) commensurate with experience
- Path toward additional compensation or benefits tied to a formal KPI review at the 12-month mark
- Must reside in the Jackson Hole/Teton County (WY/ID) region
- Remote position with regular in-person presence required for events and donor meetings
- Laptop, Printer and operating supplies provided

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## Our Team and Culture

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Womentum is a lean, high-trust organization. Our Program Director, Elisabeth Rohrbach, leads all core programming and has deep relationships across our community. The ED and Program Director work in genuine partnership, each bringing a distinct set of strengths to the organization.

As an organization, we value collaboration, trust, growth and community. We believe the work we do matters, and we show up for each other with grace, respect and a positive mindset. We are looking for someone who leads from that same place.

## How to Apply

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Interested candidates may submit a current resume, cover letter and two references by completing this [Google Form](#). If you have any questions, please reach out to [hello@womentumwy.org](mailto:hello@womentumwy.org) with the subject line "*Executive Director Position*". *Priority will be given to candidates who apply before June 5, 2026.*