



319 S. Lincoln St., Laramie, WY 82070 * Phone: 307-742-7273 * www.safeproject.org

SAFE Project's mission is to advocate for and empower survivors of stalking, intimate partner, family and sexual violence. Our education and awareness efforts are focused on prevention and improved community response.

JOB ANNOUNCEMENT: Executive Director

Position is full-time with excellent benefits including health care, vacation days, sick time, paid holidays, and Wyoming Retirement.

Starting salary: \$65,000 DOE

Job seekers who are bilingual in English and Spanish are encouraged to apply.

This position will remain open until filled. Applicants who apply by December 4, 2022 will be given full consideration.

Job Summary: The Albany County SAFE Project is seeking a full-time Executive Director. The Executive Director oversees the operation and development of SAFE Project. Responsibilities include working with and reporting to a board of directors, hiring vacant positions, supervising, evaluating, and motivating employees and volunteers, budgeting, fundraising, grant writing and grant management, maintaining and expanding community relationships, ensuring compliance with local, state, and federal mandates, and educating the public in community and rural settings.

Advocacy duties include providing support to victims of domestic violence, sexual assault and stalking, assisting with SAFE's 24-hour hotline as needed, legal advocacy, referrals, and crisis intervention. The selected candidate will be required to attend SAFE Project's 40-hour advocacy training in the spring unless the candidate is a current SAFE Project advocate.

Applicants must meet the following qualifications:

- Bachelor's Degree or equivalent experience
- Excellent communication skills (written, oral, and public speaking)
- Supervisory experience
- Experience in fundraising
- Grant writing knowledge and experience at the local, state, and federal levels

Preferred qualifications:

- Experience working with non-profit board of directors
- Experience with event planning
- Advocacy and direct service experience is preferred
- Working knowledge of financial management strongly preferred

Please submit resume and cover letter, and any questions to Jeanne Core, SAFE Project Board Chair, at nilajeannecore@gmail.com. EOE.