



Executive Director
Astoria Park Conservancy
Jackson, WY

Astoria Park Conservancy's mission is to provide equitable access to natural resources for the education, well-being, and sense of belonging for all.

Astoria Park Conservancy's vision is to provide a setting and experiences that uniquely foster community connection, compassion, and healing for future generations.

Our Values: *Integrity, Excellence, Trust, Generosity, Collaboration*

About Astoria Park Conservancy [Astoria - Astoria Hot Springs Park, Jackson Hole Wy](#)

Astoria Park Conservancy (APC) is a nonprofit organization dedicated to stewarding Astoria Hot Springs and Park, a unique gathering place that connects people with nature, wellness, and each other. Through community-centered programming, environmental education, and access to the restorative benefits of natural hot springs as well as a 100-acre riverfront park, APC provides an opportunity for natural resources, conservation, and our community to come together.

Position Overview

The Executive Director (ED) provides decisive visionary leadership and strategic oversight for Astoria Park Conservancy for today's pressing needs and future greater potential. Reporting to the Board of Directors, the ED is responsible for realizing the mission, vision, and strategy of the conservancy. Day to day responsibilities include overseeing hot springs and park operations, staff leadership and team management, securing significant capital and operating philanthropic support, and serving as the principal public representative of APC.

The ED will cultivate and steward partnerships with donors, volunteers, corporate sponsors, and community partners while ensuring APC remains a vibrant and sustainable nonprofit organization. This role is ideal for an entrepreneurial, strategic, and community-oriented leader with a passion for conservation, community wellness, and redefining nonprofit impact.

Key Responsibilities

People, Leadership & Governance

- Realize our strategy and vision through the strategic plan in partnership with and oversight from the Board of Directors.
- Lead APC staff growth and development through cultivating and maintaining a highly capable team, feedback and consistent recognition for performance, and effective and timely reviews.
- Establish and maintain effective team structure to support changes for future growth and opportunities
- Lead effective governance within the organization and participate in the APC board's operational processes and bylaws.
- Ensure compliance with nonprofit governance requirements and organizational controls, including filings, reporting, and policies
- Cultivate and engage a strong and diverse board to advance fundraising and strategic priorities.

Fundraising & Financial Management

- Steward APC development strategy and help drive all aspects of fundraising, including annual campaigns, major gifts, grants, corporate sponsorships, membership, and special events.
- Initiate and steward strong donor relationships, ensuring APC's supporters are informed, engaged, and well appreciated.
- Develop and manage the annual operating budget, ensuring sound financial management, resilience, and accountability.
- Analyze business and operational models to ensure future revenue stream(s) and organizational longevity.
- Design and develop strategic advancement team and board engagement processes, which could include hiring development operations staff, outsourced contract support and must include strong alignment and engagement across staff structure.
- Create new and unique methods for future APC development and the funding to support future investments.

Communications & Community Engagement

- Serve as the public voice and presence of APC, effectively representing the organization to donors, partners, media, and the community.
- Oversee marketing, communications, and branding strategies.

- Leverage your strong network and brand to build and sustain partnerships with community organizations, schools, businesses, and public agencies aligned with APC strategic goals.
- Ensure opportunities for APC to play a leadership role in regional conservation and wellness conversations.

Programs & Operations

- Support staff across organization to ensure excellent visitor experiences at Astoria and uphold exemplary operational standards.
- Champion implementation and operationalizing sustainable business practices that benefit people, the environment, and the organization's commitment to BEST certification.
- Help design, support, and promote educational, wellness, and conservation programs, with staff and board to advance APC's strategic objectives.
- Ensure that APC continues to operate as a community-first organization, putting the community needs at the center of programming, operations, and future decisions.

Qualifications

- Master's Degree preferred, in programs of study such as nonprofit management, ecological sciences, social entrepreneurship, or community impact management.
- 10+ years of experience working in or with nonprofit organizations in executive leadership, operations, partnerships, communications, or development positions.
- Deep understanding and commitment to APC's mission and values, with an emphasis on conservation, wellness, and community impact. Proven leadership experience in nonprofit management, business model development, fundraising, and mission driven strategy.
- Strong track record in philanthropy, including donor cultivation, major gifts, and campaign strategy and execution.
- Strong public speaking, presentation, writing and communication skills across diverse audiences, formats, and venues.
- Proven record of effectively managing all operational elements of a nonprofit organization with revenue streams (budgeting, reporting, compliance, growth, and scenario planning, etc.)

- Comfortable with hybrid work models including tools and technology for general operations, fundraising, and public engagement.
- Ability to manage highly skilled staff, delegate responsibilities, grow capabilities, and support a highly collaborative team.
- Ability to adapt to changing community, operational or compliance requirements, and efficiently implement changes.
- Test and learn mindset to create, pilot and determine paths forward for innovating and evolving operations and programming.

Compensation & Benefits

- Competitive salary commensurate with work experience.
- Benefits package includes health insurance, retirement contributions, paid time off, and professional development opportunities.
- A unique opportunity to work in and be part of stewarding resources in one of the most beautiful natural settings in the Rocky Mountain West.

How to Apply

Interested candidates should submit a cover letter and resume to careers@astoriapark.org with the subject line: *Executive Director Application – [Your Name]*.

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