



Seeking Executive Director (Part-Time)

Location: Jackson, WY or commuting distance (work from home)

Status: Part-Time Contractor (0.5 FTE, ~20 hours/week)

Reports to: Board of Directors

About the Teton Trust for Historic Places

The Teton Trust for Historic Places permanently protects the places that matter to our community through preservation easements.

Born out of the 2019 Save the Block campaign, The Teton Trust for Historic Places is a 501(c)3 nonprofit founded in 2020 that works with property owners, non-profits, and government entities to facilitate the preservation of Teton County's historic structures and landscapes in perpetuity. The Trust currently holds and monitors seven easements in Teton County and is experiencing increased demand for its work in the face of mounting development pressure and rapid change.

The Teton Trust is at a pivotal moment in its history. As interest in historic preservation easements grows, our highly engaged Board is seeking a dedicated staff member to support us in advancing our mission.

Position Overview

The Executive Director (ED) serves as the organization's primary leader and public face, responsible for advancing its mission, strengthening operations, expanding its influence, building long-term sustainability, and working closely with a passionate and hard-working Board of Directors made up of professionals in historic preservation and planning.

This is an exciting opportunity to transition a non-profit organization from its infancy to maturity. The position has potential to grow to full time as funding and capacity expand. This role is suited for a self-directed professional comfortable balancing strategy with day-to-day execution.

Key Responsibilities

Many of these functions will be heavily supported by the Board until the position is full time.

Leadership & Strategy

- Partner with the Board to refine and implement strategic priorities
- Provide organizational leadership aligned with mission and values
- Identify opportunities for growth, partnerships, and increased impact

Fundraising & Development

- Cultivate, solicit, and steward individual donors, working closely with Board members to identify prospects and engage donors
- Provide Board members with the information, tools, and opportunities needed to serve as effective ambassadors and fundraising partners for the organization.
- Strengthen and expand organization's fundraising capacity
- Lead annual fundraising efforts, including Old Bill's Fun Run
- Identify and pursue grants and foundation support
- Maintain relationships with key donors and stakeholders
- Administer Teton County and Town of Jackson funding
- Plan and support fundraising and donor stewardship events

Communications & Community Engagement

- Be the public face of the organization, representing mission and values in community
- Maintain website, social media, and donor communications
- Build relationships with property owners, community partners, preservation groups, and local governments (Town and County)

Easement Negotiation and Stewardship

- Coordinate new easements, working with legal counsel and property owners
- Coordinate monitoring and compliance of preservation easements
- Ensure proper documentation and reporting for all easements

Board Support

- Support and communicate regularly with the Board of Directors
- Prepare meeting materials, reports, and strategic updates
- Assist with board development and recruitment

Operations & Administration

- Oversee financial management in coordination with treasurer
- Manage nonprofit compliance (insurance, filings, recordkeeping)
- Supervise any contractors (legal counsel, web and graphic design, planning professionals, etc)

Qualifications

The ideal candidate would bring many of the following qualifications, but applicants with strong initiative, adaptability, and enthusiasm are encouraged to apply:

- Experience in nonprofit leadership
- Experience in fundraising and donor engagement
- Strong organizational and project management skills
- Excellent written and verbal communication skills
- Ability to work both independently and in collaboration with the Board and manage competing priorities
- Familiarity with nonprofit compliance and best practices
- Knowledge of the Teton region and its community
- Interest in historic preservation, planning, or community development

Compensation

- Salary commensurate with experience
- Salary range \$50,000-\$65,000
- Flexible schedule
- Potential for full time status, benefits, and staff as the organization expands
- Performance bonuses for exceeding revenue targets

Values

The Teton Trust for Historic Places is guided by a commitment to thoughtful, collaborative, and community-centered preservation.

We strive to be:

- Respected and pragmatic
- Politically aware and effective
- Collaborative
- Measured and strategic
- A trusted resource

We believe that historic preservation and community growth can coexist, and we approach our work with a balanced, solutions-oriented mindset.

To Apply

Please submit a resume and brief cover letter describing your interest in the mission and relevant experience by October 31 to info@tetontrust.org