

## **Executive Director – Wyoming Taxpayers Association**

The Wyoming Taxpayers Association (WTA) is a policy think tank promoting sound tax policy for a healthy Wyoming economy since 1937.

### **Job Description**

The Executive Director of the WTA is responsible for the policy development and representation of the WTA as well as the overall administration, financial management, and day-to-day activities of the WTA. Duties also include government affairs and advocacy on behalf of the WTA. The Executive Director reports to the Board of Directors and works with the Board to establish the organization's future direction.

Responsibilities include:

Research and representation on tax policy issues in both the private and public sectors. This includes advocacy for WTA positions in the Wyoming Legislature and with other elected and state officials.

Management of the WTA, including annual plans and operating budgets to the Board and managing the WTA's administrative office including supervising personnel and providing benefit and payroll administration.

Coordinate all communication functions including responding to WTA members, media and other inquiries, and writing newsletters, member bulletins and website maintenance.

Act as a resource for WTA members on tax policy, as well as developing marketing and public relations strategies.

Implement membership retention and recruitment programs.

Expand relationships with corporate, community, government, and related partners to carry out organizational mission and objectives around Wyoming.

Qualifications/Requirements:

The ideal candidate will have a sound knowledge of tax policy and principles and Wyoming state and local taxes, education and/or experience in economics, political science, law or other fields related to public policy, knowledge of the Wyoming legislative process, and a background in administration and/or business experience. Leadership skills, the ability to anticipate and implement research needs, and excellent oral and written communications skills are a must. Salary is commensurate with the candidate's ability to fit these criteria.

All resumes should be emailed to Katharine Wilkinson [kwilkinson@kkwconsulting.net](mailto:kwilkinson@kkwconsulting.net), and any further inquiries can be directed to [wyotax@wyotax.org](mailto:wyotax@wyotax.org). The deadline for the submission of resumes will be Wednesday, September 30, 2024.