



**Position:** Director of Teton Interagency Peer Support (TIPS)

**Location:** Teton County based; remote

**About TIPS:**

Teton Interagency Peer Support (TIPS), a program of the Community Foundation of Jackson Hole, provides mental health support and stress management for first responders and their families in the Teton County, Wyoming community through education, confidential peer support, and a direct link to mental health professionals.

**Description of Position:**

TIPS seeks a dynamic and mission-driven Director to lead the organization into its next phase of growth and impact. This position will oversee the administrative operations of TIPS, develop and implement a sustainable fundraising strategy, and guide the organization toward obtaining 501(c)(3) nonprofit status.

The Director will work closely with the TIPS Admin Support Specialist, TIPS Steering Committee, and key stakeholders to ensure the long-term success of peer support initiatives. This role requires a strategic thinker, a skilled fundraiser, and a dedicated advocate for mental health and peer support in first responder communities.

**Reports To:** Backbone Leader of the Teton Behavioral Health Alliance

**Primary Duties and Responsibilities:**

- *Administrative Oversight:* Ensure efficient program operations, invoicing procedures, manage budgets, and facilitate the Steering Committee in implementing TIPS initiatives.
- *Fundraising & Sustainability:* Develop and implement a fundraising strategy, including grant writing, donor cultivation, and community partnerships, to secure long-term financial sustainability.
- *Strategic Guidance:* Partner with the Steering Committee and Backbone Leader to develop and implement a compelling, forward-looking strategy for TIPS.



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- *Governance*: Lead and implement the process of determining the optimal long-term governance structure for TIPS, including obtaining 501(c)(3) status, developing organizational documents, compliance, and legal filings.
- *Community & Stakeholder Engagement*: Strengthen relationships with agency partners, donors, and peer supporters to expand TIPS' impact through marketing and communication efforts.
- *Program Coordination*: Manage communication platforms (e.g., GroupMe, website) to support peer networks and partner agencies, facilitate new therapy requests, and ensure the timely distribution of essential information.
- *Training Coordination*: Organize and oversee peer support training sessions, and maintain up-to-date records of trained peers

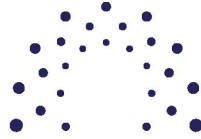
### Our Ideal Candidate:

- You are highly organized and detail-oriented, able to manage multiple projects and prioritize effectively.
- You communicate professionally and warmly, both in writing and in conversation.
- You have 5+ years of experience in nonprofit leadership and/or program management and understand nonprofit governance - including the 501(c)(3) application process.
- You have a strong background in fund development, including grant writing and donor relations.
- You are passionate about mental health advocacy and excited about supporting first responders.

### Values:

The Community Foundation of Jackson Hole is a values-driven organization. We seek candidates who embody our core values:

1. **Community**: We foster authentic relationships built on integrity, mutual respect, and inclusivity. We are committed to meeting the evolving needs of our community to sustain a vibrant Jackson Hole.
2. **Collaboration**: Together we approach every experience and partnership as an opportunity to learn and invest in each other. We nurture a collaborative and safe environment for all to encourage meaningful change.



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3. **Connection:** We believe in connecting generosity with opportunity. To build a bridge from passion to purpose. We lead by understanding needs first, then by action and innovation so that cause can meet contribution.
4. **Compassion:** We offer trust and compassion. We support the unique value, circumstances, and perspectives of individuals and organizations. We are mindful of our influence.
5. **Curiosity:** We open our minds to possibility. In everything we do, we are active listeners, seeking understanding so that we can improve and adapt to new ideas.

**Hours:** Full-time, 40 hours per week

**Starting Salary:** \$70,000 + full benefits

The Community Foundation of Jackson Hole is an equal opportunity employer. We encourage applications from individuals of any race, religion, color, national origin, sex, gender identity, gender expression, disability, age, veteran status, and/ or any other legally protected group.

**To Apply:**

Submit the following to [careers@cfjacksonhole.org](mailto:careers@cfjacksonhole.org) by May 18<sup>th</sup>:

1. A cover letter outlining why you're a great fit for the role
2. Your resume
3. Three professional references, including at least one direct supervisor