



## **Director of Administrative Services**

In Person | Cheyenne, WY

The WBA seeks a Director of Administrative Services who will play a vital role for this influential and passionate organization. The person in this role will lift the team, provide exceptional customer service, and run processes and details to keep the WBA growing with integrity.

This position serves as an executive assistant to the President and supports the Operations Director to manage large projects, events and initiatives. The role requires a high degree of professionalism, discretion, attention to detail, customer service, and initiative. We also promise we will have lots of fun as we do important but hard work.

### **About the Wyoming Business Alliance**

The Wyoming Business Alliance is Wyoming's premier statewide business advocate, representing more than 330 members across diverse industries. Our mission is to promote a thriving economy by connecting business and political leaders, supporting sound public policies, and fostering opportunities for economic expansion across the state.

## **Core Responsibilities**

### **Member and Team Engagement**

- Bring professionalism and camaraderie to the great WBA team
- Enhance our culture of building trust, integrity and being thought leaders – internally and externally
- Enjoy a fast-paced environment

### **Executive and Operational Support**

- Provide comprehensive administrative and operational support to the President
- Implement and assist in building plans for projects with the rest of the WBA team
- Support project timelines and workflows for key initiatives such as the Legislative Reception, Business Forum, county tours and other events

### **Office and Systems Management**

- Maintain and administer WBA's internal file system (SharePoint)
- Oversee office facility management, ensuring risk mitigation and business continuity
- Maintain documentation for all operational, HR, and accounting policies and procedures

- Seek to improve business and operational systems

### **Finances and Membership Management**

- Collaborate with the WBA team to onboard new members, provide membership customer service, help to run the membership renewal drive each year
- Maintain accounts receivable and coordinate with external bookkeeping contractor.
- Manage invoices and vendors
- Ensure meticulous financial accuracy through careful review, tracking, and management of financial records and transactions
- Assist in preparing, monitoring, and administering budgets and financial planning as directed

### **General Administrative Duties**

- Edit and proofread internal and external communications
- Coordinate essential event logistics and vendor support
- Serve as the main point of contact for basic office and contractor support needs
- Manage incoming and outgoing correspondence and general office tasks
- Support the WBA team with clerical and technical tasks
- Ensure accurate and timely support to all WBA members
- Provide logistical support for meetings, including scheduling, note-taking, agenda creation, and meeting planning

### **Grant Management**

- Support the application of grants
- Work with the WBA team to manage grants
- Support the tracking of grant requirements
- Identify potential grant opportunities

## **Qualifications**

### **Skills and Competencies**

- Exceptional organizational, analytical, and time-management skills
- Comfortable with Microsoft Office Suite and related software tools
- Able to use virtual meeting tools
- Exceptional customer service skills
- Utilize AI tools to improve efficiency
- Strong written and verbal communication abilities
- Professional discretion and critical thinking skills to make decisions in complex situations
- Adaptable and forward-thinking with a commitment to innovation and continuous improvement



- Active listening skills
- Enjoys working on a team and with members

### **Education and Experience**

- Administrative education or professional experience
- Relevant experience with administrative services
- Passion for trying to make Wyoming the best place to live and grow a business

### **Compensation and Benefits**

- Starting salary range: \$50,000 – \$60,000, commensurate with experience
- Willing to consider an applicant seeking part-time employment, but prefer full-time
- In office work is required with some remote work
- Comprehensive benefits package including:
  - 100% employer-paid medical, vision, and dental insurance for employees
  - Retirement program with generous 12% employer SEP Contribution
  - Four weeks of paid time off (PTO) and paid holidays

To apply please send a resume and cover letter to Shalom Brickey, [sbrickey@wyoba.com](mailto:sbrickey@wyoba.com)