Managing Director
Living with Wolves |
https://www.livingwithwolves.org/
Location: Wood River Valley
Reports to: Jim Dutcher (President) and Jamie Dutcher (Vice President)

About Living with Wolves

Living with Wolves is a 501(c)(3) nonprofit founded in 2005 by filmmakers and wildlife researchers Jim and Jamie Dutcher. Through the acclaimed Sawtooth Pack project, national partnerships, published works, and a storefront museum in Ketchum, Idaho, the organization has built a loyal base of supporters, from grassroots donors to internationally recognized figures. Backed by a stable endowment, it is now investing in the people, systems, and infrastructure to match the strength of its mission.

About the Position

Living with Wolves is seeking a full-time Managing Director to lead day-to-day operations as founders Jim and Jamie Dutcher shift their focus toward external relationships, media, and fundraising. This role is best suited to someone energized by building processes, systems, and structure. You'll have real authority to shape how the organization runs, with the mentorship of two founders deeply invested in getting this transition right. The title and scope are expected to evolve as trust is established.

The Managing Director reports to Jim and Jamie, supervises a small, close-knit team, and serves as the on-site leader of the Living with Wolves Museum. This is a role built on doing, not just directing: you'll be personally involved in museum operations, community programming, budgeting, and staff supervision.

Key Responsibilities

Museum Operations

- Lead day-to-day operations of the Living with Wolves Museum, including visitor experience, opening and closing procedures, and regular museum staff meetings
- Manage merchandise, book, and supply ordering and inventory, using sales trends and staff input to guide purchasing
- Oversee museum security, including systems and procedures
- Manage the relationship with the museum's landlord and building management, the cleaning contract, and other facility vendors

- Ensure compliance with local government requirements
- Partner with Jim and Jamie on exhibit design and displays

Staff Leadership

- Directly supervise and develop a five-person team: the Development & Communications Coordinator, the Social Media Manager, and three part-time museum staff members
- Hire, schedule, and manage museum staff, including time-off, timecards, and performance feedback
- Coordinate with contractors and outside professionals (accountant, legal counsel) on organizational matters
- Lead HR administration, including onboarding, scheduling, and policy development

Community Programming and Engagement

- Build relationships with local businesses, tourism organizations, and community partners, and steward business memberships
- Support the museum's education programming in partnership with the staff who lead it
- Promote the museum to locals, visitors, and the resort community, including seasonal and holiday periods
- Lead community outreach and adult programming, including private tours, special programs, and community events

Finance and Development Administration

- Oversee the organization's finances, including strengthening and expanding budgeting and forecasting practices
- Work with the Database Manager/Bookkeeper to maintain the donor database and gift-processing workflows, including data quality, acknowledgment processes, and reporting
- Support fundraising work, including appeal and annual report logistics and grant tracking, in partnership with development staff and the founders
- Support board meeting logistics, including scheduling, agenda preparation, materials, and documentation

Organizational Transition and Founder Partnership

- Serve as a thought partner to Jim and Jamie on organizational strategy, sustainability, and succession planning
- Help transition day-to-day responsibilities from the founders to the organization's staff and systems, providing operational support to the founders as their needs evolve
- Serve as the organization's day-to-day point of contact for the local community
- Take on expanded authority over time as trust is established

Qualifications

- Strong interpersonal skills and a collaborative, adaptable working style, with the judgment and discretion to work closely with founders, staff, donors, and the community
- Management experience (5+ years preferred), ideally in a customer-facing operation such as a small retail shop, museum, visitor center, or similar public-facing business
- Experience hiring, scheduling, and supervising staff, including part-time or seasonal employees
- Experience with budgeting and financial management, or the ability to build those practices with support from our bookkeeper and outside accountant
- Familiarity with nonprofit fundraising, including how grants, appeals, and donor relationships work, as you'll partner closely with our development team and founders
- Experience planning and leading community programs or events
- Ability to build and document processes, and to manage competing priorities in a small-team environment
- Genuine interest in wildlife conservation, wolves, or environmental education is a significant plus; familiarity with the Wood River Valley community is helpful

If your background doesn't match every qualification above, we still encourage you to apply. We value strong people skills and a collaborative approach over a perfect match on experience.

Work Arrangement

This is a full-time position based in the Wood River Valley, primarily in person, with the option to work remotely one to two days per week. Because the Managing Director leads the museum, the schedule includes regular on-site hours in Ketchum, which may include weekend and holiday coverage during the busiest visitor periods. Given the organization's small size and hands-on culture, candidates should expect a high-communication, high-trust working relationship with the founders, especially in year one.

Compensation

$85,000 to $115,000 annually, plus benefits, depending on experience.

To Apply

Submit a resume and cover letter to Hollie Conde at hollie@hkcofidaho.com by November 30, 2026. Applications will be reviewed on a rolling basis, with references requested prior to invitation to a final interview. Anticipated start date is in early 2027.

Living with Wolves is an equal opportunity employer and welcomes applicants of all backgrounds.