

Executive Director of Save Our Seabirds

Job Description

We are looking for an experienced and motivated non-profit executive to be our new Executive Director. The selected candidate will lead and manage all operational aspects of our organization, and in partnership with the Board, will develop long-term strategies.

Save Our Seabirds is committed to the rescue and rehabilitation of sick and injured birds to release them back to their natural habitats. Our on-site veterinarian, specializing in avian care, leads the hospital team in treating over 1,000 birds annually. On an annual basis, we answer over 5,000 calls requesting a bird rescue or advice. A lifelong sanctuary is provided for those birds that cannot be released. We use their stories to educate the public about avian conservation in our Wild Bird Learning Center.

Qualifications

- Successful fundraising experience, especially the demonstrated ability to obtain financial support from high-net-worth individuals and businesses.
- Excellent organizational and communication skills.
- Goal-oriented/committed to meeting timelines.
- In-depth knowledge of non-profit finance, governance, and managerial best practices.
- Ability to work with, lead and inspire a highly competent staff and dedicated volunteers.
- Demonstrated experience writing successful grant proposals.
- Experience in executing a capital campaign and overseeing construction projects.
- Experience working with social media and the press.
- Excellent presentation and public speaking skills.
- Strong business ethics and a commitment to wildlife and environmental issues.

Responsibilities

- Represent Save Our Seabirds in professional and social capacities by continuously promoting the organization's mission and values.
- Work with Save Our Seabirds Board of Directors to create and fulfill the Board's Strategic Objectives.
- Establish appropriate goals for financial and operational performance, including an annual budget and insurance risk management plan.
- Oversee all operations and business activities to ensure the desired results are consistent with strategies and mission.
- Expand the donor base through varied communications and events.
- Develop and maintain relationships with high-level donors, leading to increased financial support.
- Initiate contacts/develop relationships with Charitable Foundations, leading to increased revenues.

- Lead in the creation of a new site plan for SOS facilities, which includes building a new hospital, rebuilding all aviaries, and other needed improvements.
- Hire professionals for the capital project and oversee the construction process.
- Orchestrate successful fundraising campaigns for capital projects .and operational needs through the use of targeted appeal strategies.
- Identify and interpret annual, quarterly, and monthly trends in revenue utilizing the information to develop fundraising strategies.
- Present monthly reports to the Board of Directors.
- Oversee the creation and execution of all marketing and public relations materials and grant applications.
- Manage media relations and help maintain a positive image of SOS in the community.
- Represent SOS at local venues, while also engaging business, education, and community leaders.
- Manage a high-performance team in a positive work environment with open communication and compliance with employment best practices and regulations.
- Conduct employee reviews and with the Board establish salaries and benefits.
- Participate in related industry events and associations.
- Adhere to legal guidelines and Human Resource in-house policies.
- Ensure that all licenses and permits are up-to-date.
- Protect assets by maintaining record keeping, insurance, financial security practices, and audits.
- Conduct the official correspondence of the organization, execute legal documents with designated officers.
- Develop valuable relationships with fellow non-profits and partnering organizations.
- Complete other duties as assigned by the Board of Directors.

Competitive salary range of 100K to 120K and benefits. Please send a cover letter and resume with compensation requirements by Friday, August 25, 2023, to Karen@MBJGroup.com.