

Position Title: Executive Director

FLSA Status: Full-time (40 hours/week), Exempt

Starting Annual Salary Range: \$70,000–\$80,000

Reports to: President of the Board

Purpose of the Position

The executive director provides leadership to inspire the advancement of the organization’s mission through superior service to members and works with the board of directors and NWRA staff toward securing long-term fiscal stability and achieving long-term goals of the organization. This is a fully remote position and involves successfully managing remote staff.

Duties and Responsibilities

Distribution of effort in the following categories will change as necessary.

Strategic

- Works with the board of directors and staff to develop, implement, and maintain a working strategic plan.
- Provides inspirational leadership to the board, committees, staff, and volunteers to achieve the strategic goals approved by the board of directors.
- Works with the board and staff development committee to identify and pursue additional ways to secure appropriate funding for NWRA programs and administration.

Fundraising, Development, & Community Relations

- Works with the board to develop and implement annual and long-term fund development plans; works with board, committees, and others on development activities; implements board-approved marketing/development plans.
- Oversees fundraising activities with designated staff, board and committee members
- Oversees fundraising activities to ensure NWRA operates at the current level providing member benefits and producing new publications for the field, as well as a successful, well-attended annual symposium.
- Researches grant opportunities and works with program and project leaders/board members to review and submit proposals; ensures complete recordkeeping, consistency in report preparation, language and style, and reviews and approves grant reporting from staff, board, and committee members.
- Creates and implements a sustainable donation program.
- Develops collaborations with agencies of similar missions.
- Communicates with stakeholders and major donors on a consistent basis to keep them informed of the work of the organization.
- Promotes the organization and its mission to the public.

Programmatic

- Plans, organizes, and directs organizational program activity in consultation with the board of directors, staff, and appropriate individuals.
- Represents NWRA at public and professional meetings, including federal and state agency meetings applicable to NWRA’s mission and vision.
- Assists with programs, publications, and projects to ensure high quality and quality control along with progression to completion.

- Reviews and approves all communications, website, and social media content to ensure alignment with NWRA's mission and professional quality is upheld.
- Monitors wildlife and conservation issues across the U.S. and serves as the NWRA spokesperson and on issues relevant to NWRA's mission, vision, and scope of work.
- Monitors programs to ensure the organization is meeting the expectations of members.

Financial

- Ensures compliance with solicitation registrations in various states and ensures appropriate recordkeeping.
- Manages and monitors all purchases, and other assets as directed.
- Works with accounting firm to perform annual audit and prepare annual state and federal reports, with board assistance and approval processes.
- Prepares annual operating budget with board Finance committee, operating NWRA within budget, and according to the most updated NWRA Financial Procedures manual.
- Provides updates to the Board in terms of actual spending against budget.

Operations

- In a timely fashion, advises the board of all matters affecting the status and viability of the organization; issues regular communications and updates; alerts the board to any known potential problems within or affecting and/or compromising the mission of the organization.
- Acts as chief liaison to staff and board of directors promoting a culture of team building, honesty, integrity, communication, respect, and openness.
- Acts on behalf of NWRA in designated matters pertaining to bequests, estates, contracts, donations, and other matters.
- Oversees all aspects of organizational operations and collaboratively works with staff to implement policy and to ensure efficient and professional operations.
- Conducts performance reviews on an annual basis and in accordance to employee manual.
- Establishes and directs operational procedures that incorporate state and federal legal and financial reporting; adheres to financial and accounting rules that apply to non-profits to ensure continued 501(c) 3 status.
- Attends board meetings and appropriate committee meetings, contributes operational topics to the board meeting agendas; works with the board of directors and directly with the board president to plan board retreats and trainings to benefit board member growth and learning.
- Oversees acquisition and maintenance of NWRA equipment.
- Administers insurance for organization, board, and staff.
- Reviews operational policies on a regular basis for compliance and drafts any new policies (in cooperation with the appropriate board committee, if applicable) to submit to the board for approval.

Controls

- Reports directly to the president of the board of directors and is accountable to the board of directors. This is a full-time position, averaging 40 hours per week and requiring continuous activity.

Desired Skills and Qualifications:

- Seasoned executive including leadership positions within the non-profit sector and exposure to a variety of professional environments. Experience in the wildlife conservation field highly desirable.
- Holds a bachelor's degree or equivalent from an accredited university/college.

- Must have at least four years' experience in the non-profit sector, and a minimum of 5 years successful experience directing operations, personnel, finance, and programs; or an equivalent combination of related education and experience.
- Must possess a demonstrated knowledge of organizational and financial procedures for non-profit organizations, human resource management, and strong leadership abilities.
- Excellent computer skills, experience with risk management and communication skills. Familiarity with IOS operating systems, Google Business applications CRM, ecommerce, and LMS systems preferred.
- The ability to evaluate and communicate program success through specific measures of desired outcomes.
- Effective at managing and motivating staff while also holding them accountable. Demonstrated ability to build a team, mentor, coach, and train management level employees.
- Demonstrated poise and grace under pressure; positive and energetic attitude.
- Superior organizational and management skills--able to stay on top of countless details at once and move every project forward, maintaining organization's priorities.
- An understanding of and demonstrated ability in systems, strategic, and analytical thinking.
- Must be able to meet and deal with the public in a tactful and diplomatic manner, communicate effectively, and be able to objectively evaluate problems and recommend appropriate actions.
- Must be willing to work a schedule that includes some evenings and weekends and some travel.
- Demonstrated commitment to and interest in animal welfare and wildlife rehabilitation.
- Highly collaborative, proactive, and flexible, self-directed, and solutions oriented.
- Media, social media, and community relations experience desirable.
- Must have or be able to obtain a valid US driver's license with no major or repeated minor traffic offenses.

All NWRA Employees are expected to:

- Attend departmental meetings and other meetings as scheduled.
- Treat NWRA property with respect and care.
- Participate in NWRA annual symposium and other events as needed.
- Prepare board reports and participate in board meetings as requested.
- Exhibit a positive attitude and commitment to NWRA's mission.
- Possess excellent interpersonal skills with the ability to interact with staff, volunteers, students, board members, and the general public.
- Represent NWRA professionally to the rehabilitation community, government agencies, and external partners.
- Adhere to all work rules, procedures, and policies established by NWRA. This includes, but is not limited to, those contained in the Employee Manual.
- Appreciate the value that volunteers bring to NWRA and help ensure a positive experience for them while working with NWRA.

Benefits:

- Benefits include a flexible schedule, paid time off, paid holidays, QSHERA monthly health care allowance, simple IRA program with company match contributions for eligible employees, and an individual staff development budget.

Equal Employment Opportunity: NWRA is an equal opportunity employer. NWRA employment decisions are made based on merit and business needs. NWRA is committed to recruiting, hiring, training, and promoting qualified people of all backgrounds, regardless of actual or perceived race, color, religion, sex

(including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factors. We celebrate diversity and are committed to creating an inclusive environment for all employees. People of Color and Members of the LGBTQ+ community are strongly encouraged to apply. All NWRA positions receive written performance evaluations after the first 90 days and annually thereafter.

Please note: This is a remote working position. The successful applicant will have the ability, motivation, and initiative to work 40 hours/week from home.

Application Process:

To apply please submit a resume and cover letter via e-mail to president@nwrwildlife.org

No other forms of applications will be accepted. Incomplete applications or applications submitted through other avenues will not be considered.

Complete applications received by May 21, 2024, will receive priority consideration. This position will remain open until filled.