



Executive Director
Full time, on-site- Exempt

Position Summary

Reporting to the Board of Directors, the Executive Director is responsible for the strategic direction, operational management, and fulfillment and advancement of ORC's mission. The Executive Director plays the lead role in balancing departmental organization and goals, and overseeing and developing the organization's financial sustainability. The Executive Director upholds and develops the highest standards in wildlife rehabilitation, environmental education, and community building.

Experience

- 5+ years in a leadership position in a non-profit setting (environmental non-profits preferred).
- Proficient in work planning and organizational development.
- Leading a team of 7+ staff members.
- Managing an annual operating budget of 1-2m+

Leadership & Management (40%-50%)

- Update the current 3- 5-year strategic plan with the BOD and implement staff and departmental work plans.
- Communicate with the BOD effectively and in a timely manner with requested and relevant information related to management of the organization.
- Develop annual organizational work planning and staff performance management process, including quarterly staff reviews and annual performance evaluations.
- Develop and report on metrics to effectively communicate the health of the organization.
- Oversee and develop best practices and protocol for ORC personnel, including hiring, terminations, competitive benefits and compensation, employee handbook updates and code of conduct.
- Oversee the following programs/components:
 - Rehabilitation (program structure, staff, standards, and protocols)
 - Education (staff, programming, assessments, and strategy)

- Volunteer recruitment and retention
- Property management
- Permitting/legal requirements (CaDFW, USFW, county permits, etc.)
- Build alignment across the organization through organization and operational development.
- Develop and maintain strategic partnerships.
- Ensure the ongoing compliance with local, state and federal environmental, health, safety and employment laws, regulations and permits.

Fiscal, Fundraising, and Development (50%-60%)

- Function as the primary spokesperson for ORC (media events, community relations, local/national wildlife rehabilitation conferences, fundraising events, etc.).
- Work with the Development Director/Team to plan and implement:
 - annual fundraising strategies (key campaigns, projects, and messaging).
 - long-term fundraising strategies (individual donors, foundations, universities, government, % targets).
- Serve as an ex-officio member of the Board of Directors' Development Committee
- Identify and oversee grant applications, fundraising proposals, and reporting requirements.
- Lead annual budget planning for approval by the Board.

Physical Demands:

Medium strength demands include exerting 20-40 pounds occasionally, 10- 25 pounds frequently, or up to 10 pounds constantly. Requires handling, using vision and hearing, and talking.

Frequently requires standing, fine dexterity, walking, lifting, sitting, reaching, pushing/pulling, balancing, and twisting. Occasionally requires carrying, kneeling, foot controls, bending, and crouching. Rarely requires climbing.

Proof of Covid-19 vaccination and tetanus (last five years) required.

May be required to work early mornings, evenings, weekends, and holidays.

Compensation and Benefits:

Full time. Benefits offered: Health care, sick time, vacation time. Cal Savers Retirement plan. Starting salary 100k.

Equal Employment Opportunity Statement:

It is the policy of Ojai Raptor Center to afford equal employment opportunities to all qualified individuals without regard to their race, color, ancestry, religion, sex, sexual orientation, national origin, age, physical or mental disability, citizen status, veteran status, gender identity or expression, or any other characteristic or status that is protected by federal, state or local law.

Employee Conduct:

It is the responsibility of every staff member and volunteer to contribute to a safe and positive work environment through cooperative and professional interactions with co-workers, volunteers, vendors and the general public.

Report misconduct, red flags and injuries in the incident report log.

Please send a cover letter, resume, and two professional reference letters to board chair Lizzy Chouinard- lizzy@ojairaptorcenter.org