



POSITION PROFILE



EXECUTIVE DIRECTOR

Ojai Raptor Center seeks a strategic and community-focused Executive Director who is deeply committed to wildlife rehabilitation, environmental education, and sustainable growth.



ORGANIZATION BACKGROUND

Founded in 2000 by current Executive Director Kimberly Stroud, the Ojai Raptor Center (ORC) is a non-profit wildlife rehabilitation organization dedicated to the rescue, treatment, and release of injured, sick, and orphaned wildlife, specializing in birds of prey. Each year, ORC receives between 1,000 and 1,500 wild patients, most of whom are brought in by members of the public. The majority arrive during the spring and summer nesting season when the Center becomes a lifeline for hundreds of young birds in need of intensive care and preparation for life in the wild.

Located on a four-acre campus in the Ojai Valley, ORC operates a fully permitted rehabilitation facility, including a wildlife hospital; species-specific housing, such as aviaries, mews; and the largest flight enclosure in California. In addition to its rehabilitation work, ORC is deeply committed to public education. Through on-site tours, classroom outreach, and virtual programming, the organization connects thousands of people each year with its non-releasable raptor ambassadors who help to educate the public about the vital role raptors play in ecosystems and the impact of human activity on their survival.

As a 501(c)(3) non-profit, ORC relies on community support and private donations to fund its work. With a small, dedicated staff and a large corps of volunteers, the Center also serves as a hub for community engagement, ecological awareness, and hands-on conservation. ORC's mission is grounded in a deep respect for wildlife, a commitment to environmental stewardship, and a belief in the power of education to inspire meaningful change.



Visionary Leadership

Position Overview and Responsibilities

The Ojai Raptor Center (ORC) seeks an Executive Director to lead the organization into its next phase of growth and impact. Reporting to the Board of Directors, the Executive Director will advance ORC's mission through strategic leadership, operational excellence, and community engagement. They will oversee all aspects of the organization, from long-term planning and program oversight to staff management, fundraising, and public representation. In close collaboration with the Board, the Executive Director will guide the execution of ORC's strategic plan, ensure financial sustainability, and uphold the highest standards in wildlife rehabilitation and education. Leading a small, dedicated team and supported by a strong volunteer network, they will foster a mission-driven culture grounded in compassion, professionalism, and environmental stewardship.



Strategic and Visionary Leadership

- Partner with the Board to update and implement ORC's 3-5-year strategic plan.
- Lead annual planning to combine departmental goals, organizational mission and evolving community needs.
- Advance best practices in wildlife rehabilitation, education, and non-profit leadership.
- Cultivate strategic partnerships with conservation groups, government agencies, and community organizations.
- Champion ORC's values of compassion, ecological responsibility, and public education. Foster a collaborative, inclusive, and mission-driven organizational culture.

Operational Management

- Oversee daily operations, ensuring efficiency, staff alignment, and compliance with organizational goals, safety regulations, and permit requirements.
- Supervise department leads and staff across key program areas: wildlife rehabilitation, education, volunteer engagement, and facilities management.
- Lead work planning, performance evaluations, and professional development efforts.
- Ensure compliance with legal, safety, and permitting requirements.
- Develop and report on key organizational health metrics to the Board.
- Maintain and improve ORC's facilities, including aviaries, hospital, and flights.
- Uphold policies, protocols, and employment standards in alignment with non-profit best practices.

Fundraising and Development

- In collaboration with the Development Team, plan and execute annual and long-term fundraising strategies that align with programmatic goals.
- Build and sustain donor relationships, grant partnerships, and foundation support.
- Oversee grant writing, proposal development, and required reporting.
- Lead annual budget development and ensure strong fiscal stewardship.
- Serve as an ex-officio member of the Board's Development Committee.
- Experience supporting or leading successful fundraising strategies, including individual giving, grants, and community partnerships.
- Skilled in donor stewardship, relationship building and networking.



External Affairs and Community Relations

- Serve as the primary spokesperson for ORC, strengthening relationships and partnerships with community leaders, donors, media, local and state officials, and partner organizations.
- Collaborate with staff to develop and deliver engaging messaging, media content, and public programming that communicates ORC's mission and impact.
- Lead efforts to grow ORC's presence through speaking engagements, community events, and media opportunities that elevate wildlife awareness and advocacy.

Board Relations

- Serve as the liaison to the Board of Directors, fostering a transparent, collaborative, and mission-aligned partnership.
- Collaborate with the Board on long-term strategic planning and annual goal setting that advances ORC's mission and sustainability.
- Regularly report on organizational health, strategic plan progress, financial performance, and programmatic outcomes.
- Support the Board in governance best practices, board development, and strategic decision-making.





Rehabilitation and education



Desired Experience and Competencies

The ideal candidate for Executive Director will be a mission-driven, strategic leader with a strong background in nonprofit management, a passion for wildlife conservation, and the ability to guide a small but impactful organization through its next chapter. They will bring a collaborative, forward-thinking approach to leadership, grounded in operational excellence and a deep commitment to environmental education and community engagement.

Leadership and Management Experience

- Minimum of 5 years in a senior leadership role within a nonprofit organization.
- Proven ability to lead and support a multidisciplinary team of 7+ staff and a large volunteer base.
- Experience in overseeing program development and assessments.
- Skilled in organizational development, staff planning, and performance management.
- A thoughtful and inclusive leadership style that fosters a positive, mission-aligned workplace culture.



Operational and Financial Oversight

- Demonstrated success managing an annual operating budget of \$1–2 million or more.
- Ensure timely and accurate financial reporting.
- Strong understanding of non-profit financial management, planning, reporting, and compliance.
- Experience overseeing multi-program operations, including facilities, human resources, and risk management.

Fundraising and Community Engagement

- In collaboration with the Development Team, plan and execute annual and long-term fundraising strategies that align with programmatic goals.
- Build and sustain donor relationships, grant partnerships, and foundation support.
- Oversee grant writing, proposal development, and required reporting.
- Lead annual budget development and ensure strong fiscal stewardship.
- Serve as an ex-officio member of the Board's Development Committee.
- Experience supporting or leading successful fundraising strategies, including individual giving, grants, and community partnerships.
- Skilled in donor stewardship, relationship building and networking.

Passion for the Mission

- Deep commitment to wildlife rehabilitation, ecosystem health, conservation, and public education.
- Excellent communication, collaboration, and interpersonal skills.
- Passion for building strong community relationships and inspiring others to protect wildlife and the environment.



Compensation and Location

The Executive Director is a full-time position. Benefits offered include a comprehensive health care plan, 403b plan, sick leave, and generous paid time off. The anticipated starting salary is \$100,000.

Location: Ojai, California

The Executive Director will work from the Ojai Raptor Center campus in Ojai, California. Nestled in a scenic valley just 90 minutes northwest of Los Angeles, Ojai is a small, culturally rich town surrounded by the Los Padres National Forest. Known for its stunning natural beauty, Mediterranean climate, and deep-rooted sense of community, Ojai offers a peaceful and inspiring setting ideal for those passionate about wildlife and environmental conservation. The area boasts a wealth of outdoor opportunities, from hiking and horseback riding in the nearby mountains to birdwatching along the Ventura River. Its famously “pink moment” sunsets and protected open spaces reflect the town’s enduring connection to the land. Ojai is also home to a thriving arts scene, renowned wellness retreats, and a vibrant local economy supported by small businesses, farms, and vineyards. With its blend of natural beauty, artistic spirit, and environmental consciousness, Ojai provides a unique and nurturing backdrop for the important work of wildlife rehabilitation and education.



To Apply

Interested candidates should apply by July 10, 2025 for priority consideration. Please send a cover letter and resume to board chair Lizzy Chouinard at lizzy@ojairaptorcenter.org.

Additional Information

More information about Ojai Raptor Center can be found at ojairaptorcenter.org and [instagram.com/ojairaptorcenter](https://www.instagram.com/ojairaptorcenter).

