



National
WILDLIFE REHABILITATORS
Association

Immediate Opening

Executive Director
National Wildlife Rehabilitators Association
St. Cloud, Minnesota
www.NWRWildlife.org

The National Wildlife Rehabilitators Association (NWRA) is seeking applicants for the Executive Director position; a leadership position to lead and guide NWRA towards fulfilling the ambitious mission and goals of the organization.

NWRA, based in St. Cloud, MN, is a 501(c)3 nonprofit organization with a small staff and a robust group of volunteers and Board of Directors. Since 1982, NWRA has provided consistent high-quality training and professional information to wildlife rehabilitators who dedicate their time, energy, and financial resources to help injured and orphaned wildlife with the goal of returning healthy wild animals to their native habitats. Wildlife rehabilitators provide valuable services through professional and compassionate animal care and knowledgeable public education. More information is available at www.NWRWildlife.org.

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 toward securing long-term fiscal stability and achieving long-term goals of the organization.

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.

Administrative

- 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 the organization that requires board assistance.
- 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.

- Works with the Office Manager to effectively implement policy and to ensure the smooth operation of the organization.
- Oversees the recruiting, hiring, development, employment, evaluation, and discharge of all employees according to the NWRA Employee Manual and organizational policies.
- Implements a performance management process for all employees, including annual reviews.
- Establishes and directs operational procedures that incorporate state and federal legal and financial reporting; adheres to financial and accounting rules that apply to nonprofits to ensure continued 501(c) 3 status.
- Attends board meetings and appropriate committee meetings, prepares board meeting agendas with the board president or designated chair; 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 maintenance of facilities and equipment.
- Negotiates contracts and other business matters.
- Administers insurance for organization, board and staff.
- Ensures staff has received orientation and that appropriate training is provided.
- Reviews current policies on a regular basis for compliance, and drafts any new policies (in cooperation with appropriate board committee, if applicable) to submit to the board for approval.

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.
- Prepares monthly status reports for the Board of Directors and board meetings on the organization's financial position, including programmatic and staff updates.

Fundraising, Development & Community Relations

- Coordinates annual and long-term fund development plan; 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 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 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.
- Assists with programs, publications, and projects to ensure high quality and quality control along with progression to completion.
- Provides final review and approval of communications as needed, including website and social media content to ensure alignment with NWRA's mission.
- Represents NWRA at public and professional meetings, including federal and state agency meetings applicable to NWRA's mission and vision.
- 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.

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 nonprofit organizations; human resource management and strong leadership abilities.
- Excellent computer skills, experience with risk management and communication skills.
- 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 mentor, coach and train management level employees.
- Outstanding interpersonal skills.
- 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.
- Solutions oriented, collaborative, self-directed and self-disciplined.
- 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 which includes some evenings and weekends and some travel.
- Demonstrated commitment to and interest in animal welfare, and wildlife rehabilitation.
- Highly collaborative, proactive, and flexible.
- Media, social media and community relations experience desirable.
- Must have or be able to obtain a valid Minnesota State driver's license with no major or repeated minor traffic offenses.

Benefits

- Adequate budget for travel as required by the position. This position regularly travels twice per year to board meeting/symposium locations various locations in the U.S.
- Eight paid holidays, ten days of paid vacation first year.
- Professional development opportunities available.
- Flexible scheduling, employee discounts on NWRA merchandise, and working with a great group of dedicated and fun people.
- Satisfaction in providing high caliber education and training for wildlife rehabilitators, educators, and veterinarians so they can improve wildlife care and treatment and public education about wildlife.

To pursue the position of NWRA Executive Director, please send a letter of interest, résumé, and three references to the NWRA Search Committee at SearchCommittee@NWRWildlife.org. Have references submit letters of recommendation directly to the Search Committee.

NWRA is an equal opportunity employer.

Note: Under the provisions of the Immigration and Reform Act of 1986, the successful candidate will be required to provide both evidence of identity and eligibility for employment