

Wolf Hollow Wildlife Rehabilitation Center

Executive Director

OVERVIEW

Reporting to the Board of Directors, this position serves as the chief executive officer of Wolf Hollow with primary responsibility for managing fundraising efforts, marketing, coordination of staff activities, relationship management and operations. The Executive Director is the primary spokesperson for the organization.

The Executive Director must be a proven leader and effective communicator, able to convey Wolf Hollow's mission and activities effectively across a diverse constituency. The Director will guide the development of an annual budget, establish annual goals and conduct weekly coordination meetings with the staff. Requires a minimum of a Bachelor's Degree (or comparable work experience), familiarity with fundraising and donor outreach, and a passion for wildlife and environmental conservation. Occasional evening and weekend work required.

ESSENTIAL ATTRIBUTES

- Highly capable in a variety of areas, including finance, operations, marketing, reporting and human resources; willingness to learn new skills required for the position
- Great communicator, storyteller and relationship builder
- Passionate about wildlife and environmental conservation

REQUIREMENTS

- Requires a minimum of a Bachelor's Degree (or comparable work experience)
- At least 3 years in a management role
- Experience with fundraising, grant writing and donor outreach
- Experience developing engaging marketing and social media content
- Experience with budget development and management

KEY RESPONSIBILITIES

Finance

- Works with the Board and staff to lead Wolf Hollow in setting overall direction and priorities, and develop, implement and monitor program and organizational strategies, policies, and goals
- Leads the organization's financial management, human resources, administration, and operations; develops budgets and monthly reports; works with staff to maintain the organization's financial and administrative well-being
- In partnership with Board and staff, establish and implement fundraising goals; use staff's and Board members' talents, resources, and ideas to enhance

- fundraising activities; enhances Board members' ability to identify fundraising opportunities and encourage their ongoing participation as donors and solicitors
- Source and write grants to support programs and facility needs; track and report grant funding expenditures and submit grant reports in a timely manner to grantors
 - Maintain accounts payable files and ensure compliance with budget and expenditure policies
 - Process donations and send donor acknowledgements in a timely manner

Policies

- Initiates and updates HR manual in conjunction with the Board
- Ensures that sound financial, operational, and administrative policies and controls are in place and that funds are spent wisely
- Ensures insurance policies are reviewed and renewed annually
- Ensures compliance with safety program and documentation
- Ensures accurate completion of legal and IRS documents, including 990, annual registration, and all licensing requirements
- Creates and revises policies in conjunction with the Board of Directors as needed

Human Resources

- Ensures internal communication and coordination among staff; evaluates staff performance; and recruits new staff when appropriate
- Maintains HR files
- Performs all tasks related to payroll and payroll tax filing/reporting/record retention

Programming

- Ensures through effective supervision that day-to-day operations and programs are professionally and efficiently organized and administered
- Advocates to the communities served about the importance of wildlife conservation and minimizing human impact
- Ensures mandated reporting procedures are being followed
- Ensures staff continuing education requirements are met
- Works with community partners to collaborate and maintain strong relationships throughout the community

Board

- Keeps the Board informed of operational and program items, staff and funding developments
- Remains actively in touch with and well-informed about the Board's activities
- Provides information to help the Board formulate effective policies

- Maintains ongoing communications with the Board
- Ensures the organization and Board of Directors is following best practices for nonprofit operations, including having correct policies and procedures in place

Community Engagement

- Represents Wolf Hollow in public speaking roles
- Develops and executes annual fundraising calendar
- Builds and maintains relationships with community stakeholders to advance the mission and fundraising goals of the organization
- Respects the privacy and confidentiality of donor information
- Maintains board awareness of supporter activities and contributions
- Fundraising and relationship building with community and donors
- Designing, printing and distribution of marketing/communication materials for development efforts (e.g., annual solicitations, donor reporting, print newsletters, monthly e-newsletters and other fundraising/donor engagement materials throughout the calendar year)
- Develops and delivers all social media content on a regular basis
- Has an understanding of donor database tools
- Hosts individual donor tours at facility when possible
- Works with wildlife community and partners to collaborate and maintain strong professional relationships