



Wildlife Center of the North Coast Executive Director Job Announcement

Are you an action-oriented visionary? On a trajectory of significant growth, the Wildlife Center of the North Coast (WCNC) is looking for someone who can continue to help us execute our strategic plan, and to realize the vision of a robust community resource of wildlife rehabilitation, education, and conservation. Our ideal candidate will be someone who can establish and nurture strong working relationships. They inspire, motivate, and foster the strengths in others while having a passion for our mission: promoting compassion, empathy, and respect for all life through wildlife rehabilitation, wildlife conservation, and ecological teachings.

Job responsibilities include, but are not limited to:

Strategic/Organizational

- Participate with the Board of Directors to carry out the vision and strategic plan to guide and promote organizational growth.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.
- Maintain and grow the organization's community profile.
- Establish and nurture strong working relationships and collaborative arrangements with the Board of Directors, staff and volunteers, community groups, funders, and other organizations to help achieve the goals of the WCNC.
- Work with the Board of Directors to recruit and retain a strong and diverse Board membership.

Program Management

- Oversee day-to-day operations and maintain best practices in all areas as well as the planning, implementation, and evaluation of special projects.
- Ensure that all staff are properly trained on protocols to ensure the wellbeing of the animals and people at WCNC.
- Support staff and remove obstacles that hinder success by being present, on-site, and available.
- Build and maintain collaborative relationships with other non-profits to keep informed on all changing best practices.

Financial/Fundraising

- Work with staff and the Resource Development Committee to develop and carry out a clear and actionable comprehensive fundraising plan that meets WCNC's needs and maintains financial stability over time.
- Along with staff and finance committee, develop and present to the board for approval an annual budget and ensure that it is carried out.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Steward relationships with donors and guide major gift procurement.

Human Resources

- Determine staffing requirements for organizational management and program delivery.
- Hire, manage, and terminate staff and conduct annual performance reviews.
- Oversee the implementation of human resource policies, procedures, and practices.
- Foster a positive, healthy, and safe work environment that encourages staff growth.
- Identify and evaluate the risks to the organization and maintain insurance policies and internal procedures to minimize those risks.



Desired qualities include:

- Ability to motivate, inspire, and lead a small staff
- Exceptional time management, communication and interpersonal skills
- Experience with outreach, marketing, and social media
- Able to represent the organization at community events and activities
- Experience with non-profit partners, small businesses, local, state, and federal agencies
- Thoughtful and goal oriented
- Experience with conservation, land stewardship, environmental education & outreach, or working with wildlife
- Understands how to bring people together and actively asks others to participate
- Versed in justice, equity, diversity, and inclusion
- Experience with basic-to-advanced non-profit operations and medium-to-large scale fundraising initiatives, including capital improvement projects and grant funding

Salary & Benefits:

- ❖ Salary starts at \$60,000-\$65,000 with future opportunities of significant salary growth based on performance.
- ❖ 50% employer-paid health insurance coverage
- ❖ Paid Holidays & Vacation

Work Environment/where you'll work/who we are?

Located outside Astoria, Oregon in picturesque Olney,* WCNC's Executive Director will oversee an organization with 5 staff and 35 regular volunteers and over 130 transport volunteers. WCNC sits on over 100 rural acres of wetlands, forests, and riverfront. The property includes a medical clinic, an education center, and several outdoor aviaries. WCNC's rehab program treats an average of 1,000 sick, injured, and orphaned native birds and mammals every year, and three resident ambassador birds live onsite as part of WCNC's education program.

**Reliable transportation to/from WCNC's office in Olney is required for this position.*

To apply:

Submit cover letter, resume, and 3 professional references to hire@coastwildlife.org. Application review will start on April 22, and the position will remain open until filled. All applicants will be contacted by email and advised whether or not they are proceeding to the interview phase of the selection process.

The Wildlife Center of the North Coast is an equal opportunity employer. WCNC does not discriminate on the basis of race, color, national origin, disability, age, gender, sexual orientation, marital status, religion, political affiliation, physical or mental disability, or any other basis prohibited by State of Oregon, federal or local law. WCNC does not intimidate or retaliate against any individual or group because they have exercised their rights to participate in actions protected, or oppose action prohibited, by State of Oregon and Federal civil rights and non-discrimination laws, or for the purpose of interfering with such rights.