

Position Description
Executive Director
Wolf Haven International

EXECUTIVE DIRECTOR FUNCTION:

The core responsibility of the Executive Director (ED) is to provide leadership to Wolf Haven International in liaison with the Board of Directors. The ED is responsible for program operations, overall revenue generation, financial management, organizational development, staff management, and coordinating strategic planning with the Board of Directors. Key programs encompass the sanctuary for captive-bred wolves, education, and conservation. The role often involves working alone and with others to create and develop events, strategies, and organization enhancements designed to raise public awareness of WHI's mission and vision, and to help secure the future of the organization. Guidance and oversight is provided by the Board of Directors. Current priorities are in the areas of development and management of fiscal resources to ensure maintenance and further development of programs supporting the mission of WHI.

RESPONSIBILITIES:

- Understands Wolf Haven's mission and how each of our programs supports that mission.
- Cultivates a strong partnership with the Board of Directors in setting policies consistent with the mission and vision of WHI.
- Manages all fund development activities, including grant writing, cultivation and stewardship of donors, event planning, and identifying new resources. Actively seeks and maintains a diverse donor base of individual, business, foundation and government segments, including overseeing the development of major giving and capital improvement campaigns.
- Oversees and prepares the annual budget and other necessary financial documents. Provides information to the Board in its budgetary review and approval process.
- Ensures that financial policies, procedures, and systems are in place to manage funds and make regular reports to the Finance Committee and the full Board of Directors.
- Manages resources to ensure the organization's financial stability over the short and long term.
- Leads, motivates and supervises staff so that they promote programs to attain WHI's goals and objectives, as identified by the Board and staff.
- Ensures that the organization's staff has the skills appropriate to their respective positions by focusing on hiring, ongoing staff development, performance management, compensation and benefits.
- Assures that employment policies are adhered to in all employment practices and partners with WHI Board to implement any changes.
- Maintains high standards of professionalism.
- Promotes WHI's visibility and welfare through membership and participation in community organizations, and by participating in activities that are aligned with WHI's mission and vision.
- Advocates at the local, state, and national level for WHI's goals.
- In coordination with the Board, develops a strategic marketing plan that provides a clear and concise message. Oversees the execution of marketing and media relations.

DESIRED QUALITIES:

- Experience serving as a senior administrator for a nonprofit organization.
- Decisive leader who can set goals, develop short and long range plans, and prioritize tasks.
- Demonstrated knowledge of conservation and commitment to improve the environment.
- Demonstrated record of successful fiscal management of an entity.
- Substantial, successful record in fundraising from foundations, corporations and individual donors including major donor fundraising.
- Strategic thinker who researches, solicits input and considers all facets of a problem or situation.
- Reputation for integrity and leadership.
- Ability to set priorities and effectively manage multiple tasks simultaneously.
- Experience working in deadline-driven environment.
- Ability to inspire and empower team members without micromanaging.
- Strong diplomatic skills and ability to facilitate supportive relationships among all constituencies, including staff, volunteers and board members.
- Dedicated hard worker who accepts responsibility for her/his decisions and actions and recognizes the efforts and accomplishments of colleagues.
- Excellent verbal and written communication skills.

Minimum Qualifications

- Four-year college degree. Degree in conservation or financial area preferred.
- Minimum of four (4) years of not for profit management experience.
- Willingness to work long hours, often outside a normal 8-5 setting.

COMPENSATION:

- The compensation and benefits package is competitive with comparable community-based nonprofits in the region.
- The current annual salary range is \$60,000 - \$70,000 commensurate with experience.
- Benefits package (TBD).

TO APPLY:

Electronic applications are preferred. Please send Application Letter, Resume, and answers to the Questions Relating to Qualifications (below) to:

wolfhavenEDsearch@gmail.com

Those unable to submit applications electronically may contact Steve Siera, President, Board of Directors, (360) 412-9236 for alternative submission directions.

Wolf Haven Executive Director Questions Relating to Qualifications:

The following questions provide you with the opportunity to further acquaint the Wolf Haven Board of Directors with your qualifications, allowing the Board insight into the potential fit of your skills with the responsibilities of the Executive Director.

1. You will be accountable for the development and maintenance of a balanced operating budget while moving the organization forward to achieve the growth and change required within the rapidly changing nonprofit environment. What skill sets do you bring to achieve organization expansion and responsible stewardship of assets?
2. You will often be the voice and face of Wolf Haven International within the community, forming and maintaining critical partnerships with businesses, organizations and agencies. What specific professional experiences do you bring to the job that relate to coalition building?
3. You will direct outreach efforts to expand and retain the Wolf Haven International membership base. What specific outreach and marketing/fundraising experiences do you bring to the position?
4. You must provide leadership to the staff and volunteers, articulate the Wolf Haven vision to them, and promote motivation, creativity and trust. What specific life skills do you bring to the job that will assist in achieving success in these areas?
5. What additional specific skills will you provide to meet organizational needs?