

Executive Director
Wildlife Center of Silicon Valley <http://www.wcsv.org/>

The Wildlife Center of Silicon Valley (WCSV) is seeking an experienced Executive Director to provide leadership in furthering its mission to care for injured wildlife and educate the public about wildlife conservation. WCSV promotes interest in Silicon Valley wildlife through community outreach programs that foster co-existence, and training volunteers to assist in rehabilitating and releasing sick, injured and orphaned animals.

WCSV is passionately dedicated to preserving the rich and diverse wildlife population that inhabits the Valley, providing medical care for wild animals in need, and educating people who live near them so that humans and animals can cohabit more successfully. This is an exciting opportunity to create and implement a vision for the Wildlife Center to increase its influence and impact on the Silicon Valley.

The Executive Director reports to the Board of Directors and is responsible for the overall strategic leadership and day-to-day management of WCSV and its programs. This includes all program development and fundraising activities of the organization as well as personnel, operational, and financial management.

Duties & Responsibilities

- Create and reinforce a compelling vision and strategies for meeting the WCSV's mission by providing direction within the organization and leadership in the community.
- Implement the Board of Directors' policies, program goals and objectives.
- Develop and implement a diversified fundraising plan. Identify, research, prioritize and pursue fundraising targets (current and new prospects) across corporate, foundation and private sectors. Manage the development of proposals to increase funding for the organization.
- Oversee daily operations, finances, payroll, and ensure that programs operate on a sound financial basis.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Be responsible for the recruitment, training, evaluation and release of all personnel as applicable, both paid staff and volunteers. Promote an organizational culture that fosters strong teamwork, effective communication, and commitment to the agency vision.
- Be a spokesperson for the WCSV, communicating verbally and in writing its mission, programs, policies, and perspectives to the community, legislatures, and media. Manage all marketing collateral, press releases, as well as appeals letters. Promote WCSV's visibility in the community.
- Support the capacity building of WCSV's board and staff to enable them to become effective ambassadors of the organization.
- Direct the planning, organizing and execution of special events in coordination with the Events Committee.

Skills & Abilities

- Demonstrate passion for the organization and its mission. Communicate a compelling and inspired vision. Represent the Center, its programs, and its point-of-view both within the organization and to agencies, organizations, and the general public.

- Provide effective leadership in all aspects of management, including strategic planning, budgetary development and control, information management, and all communications (including marketing, public relations, and fundraising).
- Instill a culture of collaboration, teamwork, personnel development, and appropriate delegation and dispersal of responsibility.
- Exhibit superior communication, interpersonal skills, and good judgment in making key decisions in times of change.
- Develop the capability to better leverage board and staff members to fundraise for WCSV, including fostering ongoing relationships with existing, prospective, and new donors through multiple and frequent channels of communication.
- Establish an open and trusting relationship with the Board of Directors and faithfully represent the policies of the board to staff, volunteers, and the community.

Minimum Qualifications

- Post-secondary education in business management or a related field, and/or equivalent experience.
- A minimum of five years of management or leadership experience with a non-profit organization, including a thorough understanding of the fiduciary responsibilities of such an organization. Previous wildlife experience is desirable but not required.
- Demonstrated success in providing overall strategic leadership, motivation and enthusiasm in the day-to-day operations of an organization, including staff and volunteer training and management, strategic planning, budgeting, fiscal management and fund development.
- Proven results in collaboration and participation with internal and external stakeholders.
- Ability to work well under pressure and adapt easily to changing situations and priorities. Good judgment and consensus building skills. Flexibility.
- Excellent communications (both verbal and written) and organizational skills, including the ability to interact effectively, appropriately and compassionately with the public, volunteers and staff.
- Computer literate

WCSV provides a competitive salary commensurate with experience and a comprehensive benefits package. WCSV is an equal opportunity employer and encourages people of all backgrounds to apply. Interview and relocation expenses are the responsibility of the applicant/successful candidate.

Contact: Joan Giampaolo or John Olson

Please send resume and cover letter to employment@wcsv.org