



Position Announcement:

Executive Director, Lake Tahoe Wildlife Care

FLSA Status: Exempt

Full or Part Time: Full Time/80% possible

Reports to: LTWC Board of Directors

Direct Reports: Yes

Location: South Lake Tahoe, CA

LTWC Background:

Lake Tahoe Wildlife Care (LTWC), a 501(c)(3) nonprofit organization located in beautiful South Lake Tahoe, California.

The mission of LTWC is to rescue, rehabilitate, and release orphaned and injured native wild birds and animals and to educate the public in practices to minimize our impact on wildlife. LTWC provides services to nearly a dozen Tahoe area counties operating under permits issued by California and US Fish and Wildlife. It's the only facility in Northern California permitted to rehabilitate bear cubs. LTWC's goals are to provide rehabilitation and medical care, educational opportunities, and a home for long-term education ambassador animals.

Essential Functions of the Executive Director:

LTWC is seeking an Executive Director to grow and lead the organization at its new, 27 acre facility. This position will focus on fund raising, donor relations, community relations and education, event programming, and leading the staff and volunteers providing care to many species of wildlife.

Specific Responsibilities:

- In partnership with the Board of Directors, develop and implement LTWC's annual plan and organizational strategy.

- Demonstrate strong commitment to and passion for LTWC's mission.
- Maintain momentum on existing fund raising activities and identify new donors and revenue streams.
- Organize and coordinate the activities of committees, staff, volunteers, and ensure strong linkages between those activities and members of the Board.
- Work closely with Animal Care Director and Board to recruit and lead staff.
- Create a comprehensive fund-raising strategy to sustain and build programmatic and organizational capacity, including benchmarks for success.
- Establish and maintain relationships with other local and regional non-profit organizations, media, donors, community stakeholders, and governmental agencies.
- Oversee wildlife educational outreach programs for a range of audiences.
- Participate in annual budgeting and long term financial forecasting.

Job Requirements and Qualifications:

- Five years or more of professional, non-profit experience, including fund raising, staff recruitment and leadership, and Board relationships.
- Four year degree preferred, or equivalent combination of education and directly-related experience.
- Experience with public outreach including fund raising.
- Experienced with managing budgets, preferably in a non-profit environment.
- Three or more years direct staff management experience including hiring, feedback, and performance management.
- Wildlife or animal care experience highly desired.

Skills:

- Strong self-organizational skills: database management, time management, focusing on top priorities, tracking key metrics, and juggling multiple responsibilities.
- Strong team organization skills: focus on developing and implementing safe processes, and facilitating continuous improvement of protocols and processes.

- Exceptional Interpersonal skills: outward focusing with public as well as within the organization.
- People Management skills including the ability to foster autonomy with LTWC staff by setting clear direction, facilitating conflict resolution, and providing effective guidance and feedback.
- Excellent verbal and written communication skills.
- Cloud-based computer literacy, including conferencing.

Working Conditions:

- Must have driver's license in good standing and have access to reliable transportation.
- Initially the ED may work from home or from a co-working facility; eventually, there will be a dedicated, on-site office in our planned office/hospital building. This person is expected to be on site on a regular basis.

Application Process:

- Please submit cover letter and resume to LTWC Board of Directors President Susan Strating at susan@ltwc.org
- Open until filled.