



## **Position: Executive Director**

**Reports to:** LTWC Board of Directors

**Status:** Exempt; Full-time

**Direct Reports:** Yes

**Salary:** \$80,000 - \$90,000. Additional annual bonus compensation possible upon achievement of specified performance objectives.

**Location:** 1551 Al Tahoe Blvd, South Lake Tahoe, CA, 96150

**Closing Date:** September 5th, 2023

**Organizational Overview:** Lake Tahoe Wildlife Care, Inc. (LTWC) is a 501(c)(3) tax-exempt organization whose function is to rescue, rehabilitate and release orphaned and injured wild birds and animals. LTWC operates under permits issued by California Fish & Wildlife and the United States Department of the Interior Fish & Wildlife Service. Our 27-acre location includes multiple wildlife enclosures and a new multi-purpose administration and animal care hospital building.

**Position Overview:** LTWC is seeking an Executive Director to lead the organization. This position will focus on fundraising, community outreach, education, event programming, donor relations, and directing our staff and volunteers.

<https://ltwc.org/>

<https://www.facebook.com/laketahoewildlifecare>

<https://www.instagram.com/lake.tahoe.wildlife.care/>

### **Essential Functions and Responsibilities:**

- Develop and implement LTWC's organizational strategy in partnership with the Board of Directors
- Maintain momentum on existing fundraising activities and identify new donors/revenue streams
- Organize and coordinate the activities of the board, committees, and staff
- Recruit, retain, and develop strong managers and staff
- Establish and maintain relationships with donors, community stakeholders, governmental agencies, media, and other non-profit organizations
- Direct annual budgeting and long-term financial forecasting
- Represent LTWC as the spokesperson for the organization
- Ensure compliance with applicable laws, agreements, obligations, standards, and practices.

- Commit to organizational transparency and accountability
- Ensure LTWC model the IWRC Code of Ethics

**Required Qualifications:**

- Five plus years of non-profit experience, wildlife and animal care preferred
- Three-plus years of staff recruitment and management experience
- Bachelor degree
- Demonstrated fundraising success, including grant writing
- Experience managing budgets

**Skills:**

- Organization: database management, time management, identifying priorities, tracking key metrics, and handling multiple responsibilities
- Team organization: the ability to support LTWC staff and volunteers by setting clear direction, facilitating conflict resolution, and providing effective guidance and feedback
- Public Relations: proven ability in donor stewardship, events coordination, media relations, agency, and other stakeholder communication
- Excellent verbal and written communication abilities
- Proficient with Google Drive, Salesforce, and Microsoft Office applications.

**General Requirements:**

- Required Vaccinations: Covid-19 and tetanus
- Driver's license, car insurance, and reliable transportation
- Minimum three days a week onsite
- Live within a one-hour commute of the LTWC facility

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee must have the physical ability to:

- Walk and/or stand on your feet throughout a normal active workday
- Engage in repetitive motions of legs, arms, and hands to hear and to see
- Withstand allergic conditions, which could be aggravated when handling or working around animals
- Sit at a desk for long periods of time, twisting to reach equipment that surrounds the desk, using the telephone, and operating office equipment

LTWC will make reasonable accommodations for known disabilities as required by applicable law. All employees are required to observe the procedures contained in the LTWC Employee Manual.

**EOE Statement:** Lake Tahoe Wildlife Care (LTWC) is a not-for-profit, equal-opportunity employer and does not discriminate on the basis of:

- Race or color

- Ancestry or national origin (including language use restrictions)
- Religion or creed
- Age (over 40)
- Mental or physical disabilities
- Sex or gender (including pregnancy, childbirth, breastfeeding, or related medical conditions)
- Sexual orientation
- Gender identity or gender expression
- Medical condition
- Genetic information
- Marital status
- Military and veteran status

To apply, submit your resume, cover letter, and contact information for three professional references to [info@ltwc.org](mailto:info@ltwc.org). Be sure to include "ED Job Posting" in the subject line. For questions, contact us at [info@ltwc.org](mailto:info@ltwc.org).