

EXECUTIVE DIRECTOR

Alaska Raptor Rehabilitation Center | Sitka, AK





Alaska Raptor Center

The Alaska Raptor Center was established in 1980 in the backyard of two concerned Sitkans, starting with one injured bald eagle. The effort grew, and volunteers treated eagles at their homes until 1983 when they moved to a small shed on the campus of Sheldon Jackson College. In 1991 the Center moved to its present location on 17 acres bordered by the Indian River.

The Alaska Raptor Center provides medical treatment to approximately 200 injured birds each year. Although we specialize in raptors, we will aid any wild bird in need. We strive to heal, rehabilitate, and release all of our avian patients, however, some are injured too severely to fully recover and survive in the wild. These non-releasable birds may join our Raptors-in-Residence team, helping us teach the public and schoolchildren about the wonders of raptor natural history and the habitats in which they live!

The mission of the Alaska Raptor Center is to promote and enhance wild populations of raptors and other avian species through rehabilitation, education, and research.





POSITION SUMMARY

The Executive Director is responsible for the overall strategic direction, leadership, and management of the Alaska Raptor Center's (ARC) multi-faceted programs and business operations. The position reports and is accountable to the Board of Directors. The Executive Director will be a collaborative and visionary leader who strengthens the ARC's mission through outreach activities, development, and implementation of strategic plans, programs, and partnerships.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Organizational Leadership

- Provide leadership to staff to foster a supportive, inclusive, and cooperative work environment.
- Foster an environment that encourages team members to grow and develop within the organization.
- Work with team members to develop action plans to implement the Board of Directors strategies.
- Set the overall direction of ARC to achieve strategic objectives as directed by the Board.
- Develop and assign workload priorities for direct reports (management team); monitor and evaluate the quality and quantity of work and timely completion of tasks.
- Supervise project management. Reporting to the board on bid timelines and responses. Reviewing work plans and progress reports to ensure, that the contract terms are met.
- Ensure ARC is current and in compliance with all local, State, and Federal laws and permits concerning the operations. Maintain and enforce compliance with the organization's bylaws, policies and procedures, and ethical standards.
- Serve as primary spokesperson for cultivating the ARC's public image through a variety of promotional projects communicating the ARC's mission to the media, agencies, other organizations, and the public.
- Respond effectively to changing needs of the mission and expectations of stakeholders and the Board of Directors.
- Develop and oversee human resource management, including policy development, relating to hiring, training, discipline, and employee evaluations.

Financial Development, Guidance and Oversight

- Responsible for the preparation of the annual operating budget encompassing all activities, programs, and operations of the ARC, subject to review and approval of the Board.
- Oversee and ensure sound internal controls, segregation of duties, and development of procedures to ensure wise and transparent management of the organization's resources.
- Prepare quarterly reporting of finances to the Board and participate in the annual audit.
- Establish and implement annual fund-raising efforts. Create and implement new annual fund-raising programs and/or special one-time fund-raising projects with the approval of the Board of Directors.
- Establish and/or maintain strategic donor relations.
- Maintain and expand the membership of ARC.
- Research, apply, and write grant proposals or letters of intent to foundations, corporations, or government agencies on behalf of the ARC, with the approval of the Board of Directors.

Board Effectiveness

- Work with the Board of Directors to develop and implement strategic plans focusing on mission achievement. Ensure the plan is reviewed, updated, and implemented with the Board of Directors and/or designated committees.
- Ensure that the Bylaws of the organization are current and reviewed by the Board as necessary.
- Work with the Board and Committee Chairs to develop agendas. Ensure all meeting information and reports required for all meetings are distributed in a timely and advanced manner.
- Attend all Board of Directors meetings and other meetings as designated.
- Ensure the Board of Directors receives proper and timely updates.

QUALIFICATIONS

- Bachelor's degree from an accredited institution, concentrating in business, tourism, marketing, organizational leadership, or related field.
- Five years of progressively more responsible management/leadership or a combination of both.
- Experience administering a complex, multi-source budget and strategically maximizing resources.
- Demonstrated experience developing high-performing teams, achieving strategic goals, and working in collaboration with a Board of Directors.
- Experience with leading resource development efforts to strengthen an organization's funding base in partnership with the Board.
- Excellent verbal and written communication skills and experience in public speaking/presenting.
- Demonstrated success overseeing daily operations and assisting and coaching team members in the various operations required on a daily basis.
- The ability to prioritize, multi-task, and be flexible for ongoing changes in a fast-paced environment.
- The ability to build necessary strategic alliances with government officials, members, and other industry sectors.
- Demonstrated community leadership experience that shows the candidate's ability to create new partnerships and carry out impact.
- Possess a valid Alaska Driver's License or has the ability to obtain one.
- Possess the discipline and stamina to manage a demanding work schedule.
- The ability to travel domestically and internationally as needed to complete job requirements.

KEY CHARACTERISTICS

- Personable
- Outgoing & Engaging
- Open and Inviting
- Adaptable
- Problem-solver
- Relationship builder
- Excellent communicator
- Proactive
- Team-focused
- Relatable
- Self Starter
- Fiscally responsible
- Humble
- Flexibility to adapt their role depending on the work flow.

TOP PRIORITIES

1. Thoroughly get to know the organization, including the team, processes, funding, budget, and Board of Directors.
2. Connect with key donors and partners and begin to foster solid relationships.
3. Review and understand the Master Plan to continue to organization's trajectory to achieve the short and long-term goals.
4. Understand the importance of tourism as a revenue stream and build relationships with tour operators and cruise lines.



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If interested in learning more about this great opportunity, please send your resume to our SearchWide Global Executive, Nicole Newman.

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