TWRC Wildlife Center is accepting applications for the position of Executive Director. Reporting to the Board of Directors, the Executive Director of TWRC Wildlife Center, a 501(c)(3) organization, needs to be an entrepreneurial, dynamic, experienced individual who is motivated to build upon the strong foundation already in place . The ED understands and advocates the mission of TWRC. The ideal candidate is a strong leader and manager with excellent interpersonal, communication, organizational and problem-solving skills. Must be self-motivated and one who is good at multi-tasking, meeting deadlines, networking, prioritizing conflicting demands and interested in growing with the organization.

The Executive Director will

* provide leadership to the staff and volunteers associated with the Center
* provide supervisory oversight of the staff and volunteers
* serve as spokesperson for TWRC with the media
* provide direction for optimum facility management;
* maintain good stewardship of corporate assets
* procurement of supplies and materials, and maintenance of necessary licenses and permits
* develop and implement facility policies and standards
* assist with cultivation of major donors
* be involved in fundraising
* assist in budget formulation, manage budget and approve all expenditures

Above all, the new ED must have passion. To be successful you have to be willing to work harder, learn more, practice longer, lead better, smile more, and love deeper. Passion rallies your team together when times are tough. It moves you to help one more animal after a long day. It inspires you to help a struggling volunteer. It provides legendary interaction with members. Passion transforms workplaces, powers champions, and fuels winning teams.

A Bachelor’s degree and a minimum of two years of experience in non-profit management is preferred. Previous animal-care services background is a plus but not mandatory.

For consideration please email your resume to director@twrcwildlifecenter.org or mail to:

Roslyn Even

TWRC Wildlife Center

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