



EXECUTIVE DIRECTOR

ABOUT THE ORGANIZATION

Founded in 1988 and nestled beautifully along the headwaters of central Ohio's scenic Clear Fork River in Mansfield, the Ohio Bird Sanctuary is a debt-free 501(c)3 that serves as the area's preeminent avian educational voice. Staffed by a passionate blend of full-time and volunteer personnel and governed by a vetted Board of Directors, we operate a 90-acre natural riparian habitat from which we remain committed to accessibility, education and growth.

Additionally, a recently completed \$3 million capital campaign will result in infrastructural improvements, facility expansion and enhanced visitor experiences.

JOB DESCRIPTION

The Executive Director is the key management leader of the Ohio Bird Sanctuary. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include operations management, HR, community outreach, fundraising and marketing. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES

- 1) **Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
 - Responsible for implementation of the Ohio Bird Sanctuary's programs that carry out the organization's mission.
 - Responsible for strategic planning to ensure that the Ohio Bird Sanctuary can successfully fulfill its Mission into the future.
 - Responsible for the enhancement of the Ohio Bird Sanctuary's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- 2) **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
 - Responsible for the hiring and retention of competent, qualified staff.
 - Responsible for all personnel in human resources matters and performance evaluations.
 - Responsible effective administration of the Ohio Bird Sanctuary operations.
 - Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
 - Responsible for the financial operations of the organization.



- 3) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.
- Responsible for fundraising and developing other revenues necessary to support the Ohio Bird Sanctuary's mission.
 - Responsible for the fiscal integrity of the Ohio Bird Sanctuary, to include submission to the Board of a proposed annual budget.
 - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- 4) **Board Governance:** Works with board in order to fulfill the organization mission.
- Responsible for leading the Ohio Bird Sanctuary in a manner that supports and guides the organization's mission as defined by the Board of Directors.
 - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

DETAILED JOB RESPONSIBILITIES

1. Strategic planning and implementation.
2. Collaborate with staff to ensure successful implementation of programs and creative vision to identify improvement / enhancement opportunities.
3. Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance the Ohio Bird Sanctuary's Mission.
4. Supervise and collaborate with organization staff.
5. Assist in the establishment of employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
6. Assist bird care and education staff with day-to-day operations, as needed.
7. Serve as the Ohio Bird Sanctuary's primary spokesperson to the organization's constituents, the media and the general public.
8. Oversee marketing and other communications efforts.
9. Review and approve contracts for services.
10. Engage in fundraising and developing other revenues.
11. Advise on the planning and operation of annual budget.



12. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
13. Other duties as assigned by the Board of Directors.

PROFESSIONAL QUALIFICATIONS

- Three or more years senior nonprofit management experience.
- Experience and skill in working with a Board of Directors.
- Bachelor's degree in related field.
- Experience required in following software: QuickBooks, Excel, Microsoft Publisher.
- Experience in website management and CRM.

KEY PERSONAL ATTRIBUTES

- Commitment to mission of the Ohio Bird Sanctuary.
- Demonstrated passion for birds, nature and education.
- Transparent and high integrity leadership.
- Strong work ethic with a high degree of energy.
- Demonstrated ability to oversee and collaborate with staff.
- Ability to navigate high pressure situations in a calm and tactful manner.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Ability to manage multiple priorities at the same time.
- Flexibility to manage situations as they arise, including willingness to help staff fill holes (experience in bird care and educational instruction).
- Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.
- Strong public speaking ability.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors.
- Previous success in establishing relationships with individuals and organizations of influence including co-workers, funders, partner agencies and volunteers.



OHIO BIRD SANCTUARY

- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- A history of successfully generating new revenue streams and improving financial results.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills, including giving and receiving feedback.

APPLICATION INSTRUCTIONS

Please review the full job description and submit a resume and cover letter for full consideration to BoardOBS1988@gmail.com.