



## Executive Director

### About Chintimini Wildlife Center

Incorporated in 1989, the Chintimini Wildlife Center (CWC) is a nonprofit, 501(c)(3), public service organization located on 9.4 acres north of Corvallis, Oregon serving the mid-Willamette Valley. Corvallis is a city of 60,000 people with over 60 miles of trails and 15,000 acres of public lands surrounding Corvallis, with great opportunities for hiking, biking, and horseback riding. Corvallis is regularly ranked as one of the most bikeable small cities in the U.S. and one of the best places in Oregon to raise a family. In addition to the educational, cultural, and sports events made possible by Oregon State University, Corvallis has a network of environmental nonprofits that enhance livability and protect natural spaces in the Willamette Valley. It is located one hour from the Oregon coast and the Cascades mountains, and ninety minutes from Portland. Beyond Corvallis, the Willamette Valley is home to other small and mid-size communities, farms, local food, wineries, family and recreation opportunities, and three national wildlife refuges within a 45-minute drive.

Chintimini Wildlife Center provides care for more than 2,000 injured and orphaned native wild animals each year, with the goal of releasing them back into their natural habitats for a second chance at life. The wildlife hospital is open 365 days a year for animal admissions and provides these services free of charge to members of the community. Facilities at CWC include a complete veterinary hospital equipped with anesthesia and surgical equipment, plus a diagnostic laboratory, intensive-care unit, nursery, incubators, and pharmacy. Over 40 outdoor enclosures provide housing for animals recovering from their injuries, with outdoor cages that include three flight cages ranging from 30' to 80' in length. The rehabilitation facilities are located within the boundaries of a woodland marsh forest that provides a buffer between the recovering patients and the human world of noise and activity.

CWC's preventative efforts take the form of several educational outreach programs, and sharing our experience and knowledge with the community leads to better stewardship of the local wildlife and the shared ecosystem. The focus of CWC's outreach programs is to educate people from diverse demographics on the variety of species in our region and how to live alongside the wildlife in our communities. Our education center is located on the property within a wetland and open prairie where we have an interconnecting network of trails, bridges, wildlife viewing blinds, and educational informational signage.

CWC is staffed by a team of 12 professionals that include wildlife rehabilitation and education specialists led by experienced program directors. The Executive Director and the Director of Development and Communications round out the administrative team. In addition, there are over 100 volunteers directed by a full-time volunteer coordinator, and a wildlife veterinarian on staff.

## EXECUTIVE DIRECTOR POSITION SUMMARY

The Chintimini Wildlife Center is seeking an Executive Director to build on its 30+ year history and expand its contributions to wildlife conservation and education, leading the organization to its next level of programmatic and financial success. This is a pivotal opportunity for a dynamic professional environmental leader to continue our mission to protect and celebrate Oregon's native wildlife while representing a vital state and regional resource at a critical stage of growth.

In the coming year, Chintimini Wildlife Center is poised to launch a capital campaign for a new rehabilitation hospital with the hope of breaking ground in the next 2 years. CWC is also in the process of implementing several facilities improvements to the grounds and buildings. The new Executive Director will play a key role in the capital campaign, identifying and increasing new streams of revenue and building relationships with the community and potential donors.

The Executive Director will provide direction on all aspects of the organization including day-to-day operations, personnel administration and finance, fundraising, development and management of programs, and community relations. In this important role, the Executive Director directly supervises the CWC leadership team and reports to a supportive Board of Directors.

### Key Responsibilities:

**LEADERSHIP** Provide thoughtful executive leadership that is inclusive, transparent, and empowering in a manner that supports and guides CWC's mission. Foster a collaborative working environment, encourage professional development, and champion accountability amongst managers and staff. Strengthen internal communications and decision-making; and ensure accountability for results throughout the organization. Inspire a professional, results-driven environment across the organization. Operationalize and create measurable goals for Diversity, Equity, and Inclusion principles in CWC's work.

**ADMINISTRATION & OPERATIONS** Plan, manage, and oversee operations, programs, fundraising, and events while ensuring the organization's financial sustainability. Lead, manage, and guide the organization to foster continued growth, success, and optimal mission impact for its programs and services. Ensure that all required federal, state, and local requirements pertaining to human resource management are met. Recruit, retain and develop a top-performing team of staff and volunteers to achieve rehabilitation and education goals. Work with volunteer coordinator and staff to ensure that volunteers receive background clearances and appropriate training before the assignment of work. Responsible for reviewing and recommending compensation, conducting performance reviews and, if necessary, termination of employment.

Oversee CWC facilities and 9.4 acres of property. Ensure that repairs and improvements are carried out in accordance with strategic planning and annual budget. Engage contractors as needed for repairs, maintenance, and major projects. Renew federal and state permits as needed, ensuring that the

Center adheres to regulations and reporting requirements. Annually assess and secure liability coverage.

Actively manage all fiscal operations through hands on budgetary development and oversight. Work with the Board to maintain the annual budget and ensure that CWC operates in a fiscally responsible manner. Direct internal staff and 3rd party consultants to ensure timely accounting processes to guarantee that annual CPA audits are successful.

**FUNDRAISING & RESOURCE DEVELOPMENT** Generate and grow revenue through existing and new sources and programs. Create and implement a strategic and organized fundraising plan for individual and institutional giving. Lead and participate in the solicitation efforts of targeted prospects. Drive development and fundraising in collaboration with the Development Director, leveraging the Board's extensive professional resources and networks. Review and enhance the capacity of the staff and its infrastructure to achieve development goals. Monitor key fundraising trends and communicate their implications to the Board with suggested actions. Assume the critical role of strengthening current funding from private sources and focus on developing new and more diverse sources of revenue emphasizing major gifts. The annual budget of CWC is between \$500k and \$800k per year.

**BOARD ENGAGEMENT** With input from the Board Officers, plan all Board and Executive Committee meetings; develop agendas and supporting documents including financial reports and updates on programs, projects, events, and organizational issues. Work with the Executive Committee to ensure Board member engagement in Board Committees and working committees. Facilitate Board recruitment, orientation, and guidance of new Board members. Ensure that policies adopted by the Board are effectively and consistently implemented. Work with the Board to develop and update strategic plans and drive implementation. Develop appropriate goals and objectives to achieve strategic plans and to enable reporting of measurable impact. Develop amendments to the organization's bylaws and present such amendments to the Board for consideration of adoption as necessary.

**COMMUNITY ENGAGEMENT** Effectively represent the organization and promote a positive organizational image through active community engagement and frequent attendance of community events. Maintain communication with the other nonprofit organizations engaged in the preservation, protection, and restoration of Oregon's native wildlife. Establish and cultivate relationships with local elected and appointed government officials to advocate for CWC's goals and mission. Engage with organizations that are actively working on matters relevant to the ongoing work of the Chintimini Wildlife Center.

**Desired Qualifications** The ideal candidate for this position will possess all the following characteristics: Ability to envision a strong conservation future for the Willamette Valley and Oregon, and an understanding of strategies, policy changes, and support required to reach that vision. Ability to convey the organization's strategic future to staff, Board, volunteers, and donors. Exceptional leadership skills and experience working with a Board of Directors. Demonstrated ability to oversee and collaborate with staff. Progressive community engagement experience, including organizing, directing, and supervising volunteers in a collaborative work environment. Superior written and verbal communication skills. Ability to meet deadlines and manage multiple projects in a timely manner. Strong financial management skills, including budget preparation, analysis, decision making and reporting. Strong organizational abilities, including planning, delegating, program development, group and task facilitation. Possession of a bachelor's degree (B.A. or B.S.) or higher, and two years of directly related experience to the position. Valid Oregon driver's license or alternative travel accommodations and the ability to travel within Oregon. Acceptable background check.

**Preferred Qualifications** The ideal candidate for this position may possess many of the following characteristics: Experience managing institutional growth and change, and an ability to bring new and creative solutions to challenges. Have previous executive director experience. Experience and expertise in the fields of environmental advocacy and conservation. Possess a passion for wildlife, conservation, and community education. Are a proven grant writer and have done successful fundraising. Five or more years senior non-profit management experience.

### **Additional Information for Candidates**

This position is full-time, year-round with some work required on evenings and weekends with an anticipated start date of September 1, 2022 or earlier. The starting annual salary will be between \$52,000 - \$60,000 and negotiated at time of hire commensurate with education and experience. This position is salaried and exempt from overtime. We offer health insurance plus voluntary enrollment in supplemental benefits and OregonSaves.

For full consideration, please submit a resume and a cover letter describing how your experience and qualifications would make you an excellent candidate for the Chintimini Wildlife Center Executive Director position to the following address by 5pm June 30, 2022: [president@chintiminiwildlife.org](mailto:president@chintiminiwildlife.org)

The job posting will remain open until filled, however, applications received after June 30, 2022 may not receive consideration if a successful candidate has already been identified.

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