



Chief Executive Officer of Save Our Seabirds Job Description

We are looking for an experienced non-profit executive to be our new Chief Executive Officer. The selected candidate will lead and manage all strategic and operational aspects of our organization.

We are a non-profit whose mission is to rescue and rehabilitate sick and injured birds, releasing as many as we can, while educating our community about avoiding injuries and preserving habitats. We receive over 5000 calls about sick and injured birds each year and strive to rehabilitate and release every one of them. Birds that are unable to be released may be given permanent homes in our educational Wild Bird Learning Center, which is essentially a Living Museum, open to the public every day.

We are proud of our highly skilled and dedicated staff, including a licensed veterinarian leading our avian hospital team.

Qualifications:

- Successful fund-raising experience, especially the demonstrated ability to obtain donations and financial support from high net-worth individuals.
- In-depth knowledge of non-profit finance, governance, and general management best practices
- Ability to work with, lead and inspire a highly competent staff and dedicated volunteers.
- Demonstrated experience writing successful grant proposals.
- Experience working with social media.
- Excellent presentation and public speaking skills
- Strong business ethics and a commitment to wildlife and environmental issues

Responsibilities:

- Work with Save Our Seabirds Board of Directors to create and fulfill the Board's Strategic Plan
- Establish appropriate goals for financial and operational performance, including an annual budget.
- Oversee all operations and business activities to ensure they produce the desired results and are consistent with strategy and mission.
- Increase revenue by engaging new and lapsed donors and creating new revenue streams.

- Initiate contacts and develop relationships with high net-worth individuals. Leading to increased donations and financial support
- Initiate contacts/develop relationships with Charitable Foundations, leading to increased revenues.
- Manage all advertising and PR; oversee content productions and distribution of marketing materials.
- Manage media relations and help maintain a positive image of SOS in the community.
- Represent SOS at local venues, engaging business, education, and community leaders.
- Manage a high-performance team, in a positive work environment, with open communications and in compliance with employment best practices and regulations.
- Participate in related industry events and associations.
- Adhere to legal guidelines and in-house policies.
- Ensure that all licenses and permits are up to date.
- Conduct the official correspondence of the organization; execute legal documents with designated officers.
- Establish effective working relationships and cooperative agreements with potential partnering organizations.
- Complete other duties as assigned by the Board of Directors.

Application:

Qualifications should include a minimum of five years of management as a non-profit executive, with community relations and business development, and five years of major direct fundraising, sales, and marketing.

Please send a cover letter and resume with compensation requirements to Karen@MBJGroup.com by Friday, June 4, 2021. Competitive salary & benefits. See qualifications & job description on the website: www.MBJGroup.com