



**Job Description:** Executive Director (Nonprofit)

**Organization:** Tri-State Bird Rescue and Research

**Position:** Executive Director

**Reports to:** Board of Directors

### **About Tri-State Bird Rescue and Research:**

Located in Newark, DE, Tri-State Bird Rescue and Research is a mission-driven nonprofit organization dedicated to *providing professional and compassionate rehabilitation to native injured and orphaned wild birds and contaminated wildlife, and promoting their stewardship through education and humane research*. Since 1976 we have been committed to making a positive impact by growing the organization into the largest bird rescue facility east of the Mississippi. Tri-State continues to be a leader in oiled wildlife response and is internationally recognized for its oiled bird rehabilitation and research. Today, the Frink Center for Wildlife consists of animal care wards, surgery and research labs, outdoor aviaries and pools, and administrative offices. In 2015, we expanded with the opening of our Wildlife Response Annex, which is a unique building that provides a dedicated space to effectively treat wildlife following oil spills and other large-scale incidents.

We are seeking a dynamic and visionary leader to serve as our Executive Director and guide the organization towards achieving its strategic objectives.

### **Position Summary:**

The Executive Director is a key leadership role responsible for the overall management, growth, and success of Tri-State Bird Rescue and Research. Reporting directly to the Executive Committee of the Board of Directors, the Executive Director will provide strategic direction, operational oversight, and resource management to ensure the organization's mission is effectively fulfilled. The successful candidate will collaborate with stakeholders, build partnerships, and lead a dedicated team of employees and volunteers to drive the organization's impact, financial sustainability, and reputation.

### **Key Responsibilities:**

#### **Strategic Leadership:**

- Facilitate the development and implementation of a strategic plan aligned with the organization's mission and vision, and regularly update the Board on progress.
- Identify the emerging trends, challenges, and opportunities and adjust strategies accordingly in the sectors of wild bird rehabilitation, oiled wildlife response and preparedness.
- Provide visionary leadership to inspire staff, volunteers, and partners in achieving the organization's goals.



### **Resource Development and Fundraising:**

- Develop and execute comprehensive strategies to secure diverse funding sources, including grants, donations, sponsorships, and partnerships.
- Cultivate and maintain strong relationships with donors, foundations, corporations, and government agencies.
- Diversify the organization's revenue streams to enhance financial sustainability.

### **Organizational Management:**

- Oversee day-to-day operations, including program development, fundraising, financial management, and administration.
- Ensure efficient resource allocation, sound financial practices, and compliance with state and local legal and regulatory requirements.
- Foster a collaborative and inclusive work environment that empowers staff, volunteers, and partners to excel.
- Ensure that the facilities of the organization are maintained in an appropriate and safe manner.
- Identify the needs for new or modified facilities and make recommendations based on the priorities established in the strategic plan and the budget.

### **External Relations and Partnerships:**

- Serve as the primary spokesperson and advocate for the organization, effectively communicating its mission and impact to stakeholders and the public.
- Build and maintain relationships with community leaders, elected officials, other nonprofits, and relevant organizations to advance the organization's goals.

### **Board Engagement and Governance:**

- Collaborate with the Board of Directors to establish and execute strategic priorities and provide timely and accurate updates on organizational performance.
- Facilitate board development, orientation, and engagement to ensure a high-functioning and effective board.

### **Qualifications:**

- A strong commitment to the organization's mission and values.
- Proven executive leadership experience in the nonprofit sector, including strategic planning, program management, and fundraising.
- Excellent interpersonal and communication skills, with the ability to engage and inspire diverse stakeholders.
- Demonstrated success in fundraising, including grant writing, donor cultivation, and partnership building.



- Financial acumen and experience managing budgets, financial reporting, and fiscal responsibility.
- Ability to work both independently and collaboratively as a team player with grace and flexibility when faced with multiple time-sensitive priorities and a changing environment.
- Strong organizational and project management skills, with the ability to prioritize and multitask effectively.
- Experience working collaboratively with a board of directors and maintaining effective governance structures.
- Bachelor's degree (Master's degree a plus) in a relevant field or equivalent work experience.

### **Application Process:**

To apply, please email a cover letter, resume, and references to the attention of Richard Benjamin at: [board@tristatebird.org](mailto:board@tristatebird.org)

This is a full-time, exempt position with health benefits and paid vacation that is based in Newark, Delaware. Applications will be accepted until the position is filled.

Tri-State Board Rescue and Research is an equal opportunity employer located in Newark, DE, that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity/expression, age, disability, genetic information, military service, covered/protected veteran status or any other federal, state or local protected class. We encourage applications from candidates of all backgrounds.