**Hirundo Wildlife Trust**

**Executive Director Job Description**

**Hirundo is seeking a full-time Executive Director to join our small but dedicated team. The Executive Director is responsible for overseeing the administrative, financial, and strategic plan of the organization. Other key duties include fundraising, marketing, community outreach and communications.**

**Compensation**:

Salary commensurate with experience.

**Reporting structure:**

The Executive Director reports to the Hirundo Executive Committee consisting of the three board officers, the trustee who serves as liaison to the President of the University of Maine, and any additional trustee assigned to the Committee.

**Responsibilities of the Executive Director include:**

Governance + Mission Fulfillment

* Carry out the goals of the organization as directed by the Executive Committee and in accordance with organizational policies.
* Maintain good communication between the Board, staff and volunteers of the organization.
* Lead regularly scheduled meetings with involved members of the organization to plan and oversee Hirundo’s activities.

Organization Operations

* Supervise staff in their day-to-day activities and communicate staffing issues to members of the Executive Committee as needed.
* Advise on hiring and staff deployment.
* Oversee administrative tasks such as:
  + triaging mail and maintaining files as needed
  + prepare contracts for services
* In conjunction with the Board and staff, oversee programs, events, and activities

Development

* Provide bold leadership to the development function of the organization including:
  + Building public awareness, improving the marketing to the public
  + Establishing relationships with civic organizations, businesses and other organizations to expand Hirundo’s base of support within the community.
  + Representing Hirundo to organizations and media as needed
  + Leading the Hirundo Advisory Council of community advisors
  + Optimizing the organization’s use of technology
  + Drafting and disseminating the Annual Report.
* Plan and implement fundraising to include:
  + Business sponsorships and support
  + Annual appeals to donors
  + Maintaining the donor database
  + Overseeing donor relations with a plan to build the base of philanthropic donors
  + Grant planning, preparation, and management in conjunction with the grant writing team

Fiscal Responsibility

* Draft the Annual Budget and oversee expenditures according to the budget in conjunction with the Finance Committee.
* Develop and oversee the implementation of varied revenue streams including but not limited to: equipment and facilities rentals, gift shop sales, fundraising events, organizational partnerships, cruise line outings, etc.

The Board Chair and Board of Directors may assign other duties as they arise.

**Professional Qualifications:**

A Bachelor’s Degree required. Master’s Degree a plus.

Transparent and high integrity leadership

Ten or more years of senior nonprofit management experience

Strong organizational abilities including planning, delegating, facilitating teamwork, tracking projects and operational details, and event planning.

A sociable personality.

Strong written and oral communication skills.

Ability to convey a vision of Hirundo’s strategic future

Skills for collaborating with and motivating people.

Demonstrated ability to manage staff and promote effective teamwork.

Strong public speaking ability.

Ability to interface and engage diverse volunteer and donor groups.

Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.

Knowledge of fundraising strategies and donor relations unique to nonprofit sector.

An ability to catalyze opportunities to draw in human and financial resources to support a growing organization.

Facility with technology and social media.

Love of the great outdoors.