

Carolina Wildlife Center – Director of Operations

Status: Full Time

Hours: Varies

Salary: \$35,000 - \$50,000

Overview:

The Director of Operations is responsible for the day-to-day operations of the center to include, housekeeping, administrative tasks such as donations, telephone calls and Facebook while also supporting the rehabilitation staff activities.

Job Duties:

- **Facilities:** Work with Director of Rehabilitation to identify critical short and medium-term needs that impact wildlife care, health and safety of employee and animals, including repair and maintenance issues. Alert the board about issues, schedules, suppliers/ repair personnel and coordinates work. Develops a budget for medium term needs.
- **Donations Management:** Manage timely donation entry into Donor Snap, oversee Petty Cash account and work with Director of Development regarding acknowledgements and reports.
- **Human Resources:** Assist with recruitment, hiring and supervision for Office Administrator and Volunteer Coordinator positions. Undertake actions to build staff and volunteer appreciation, recognition and morale. Explore opportunities and make recommendations to the board to improve the organization's effective use of volunteers. Raise any HR or workplace issues/conflicts for Board awareness and action (e.g., regulatory, legal, safety, etc.)

Qualifications:

- Bachelor's Degree (required), Graduate Degree (preferred) or 3 years of successful experience in a similar roll may be considered.
- 3 years of management experience in a similar role
- Excellent verbal and written communication skills and ability to communicate needs to staff, volunteers and general public
- Excellent ability to organize, prioritize and make decisions
- Must be able to work under pressure and handle several issues a one time
- Understand wildlife rehabilitation, rescue and reducing wildlife/human conflicts
- Good judgement and problem-solving ability

To Apply: Send a cover letter and resume to info@carolinawildlife.org with the subject line Application: Director of Operations by October 15, 2023.