



EXECUTIVE DIRECTOR AVIAN HAVEN

The board of directors of Avian Haven in Freedom, Maine, has launched the search for a new executive director to lead the organization beyond the founder phase to achieve increased impact and sustainability. Avian Haven is dedicated to the rehabilitation and release of Maine's injured, sick, and orphaned wild birds. The organization provides comprehensive medical care in a well-equipped clinic, with rehabilitation in environments designed to simulate natural conditions.

Organization Overview

Avian Haven was founded as a nonprofit organization in 1999 and permitted by the State of Maine Department of Inland Fisheries and Wildlife and the U.S. Fish and Wildlife Service. Admitting approximately 3,000 avian patients annually, the organization has grown to become one of the largest avian practices in New England. Wild birds, including endangered and threatened species, are accepted from areas throughout Maine, as authorized by state and federal rehabilitation permits. Avian Haven receives patients from dedicated volunteers, members of the public, Maine wildlife biologists, game wardens, and other rehabilitators.

Avian Haven has developed indoor infirmary space that includes hospital and recovery cages, state-of-the-art veterinary equipment, a full kitchen, and reference materials. Outdoors, 14 buildings with multiple habitats provide pre-release flight conditioning for a variety of species from hummingbirds to eagles. A year-round aquatic facility contains four pools for water birds ranging from dovekeys and petrels to loons and gannets; and the campus includes a three-season enclosed outdoor pond.

Wild bird rehabilitation is not funded by governmental agencies and treatment is provided free of charge to birds' rescuers, so philanthropy is critical to Avian Haven's successful operation. The organization's annual budget is now more than \$500,000, and the need is growing.

In addition to a highly skilled and dedicated staff of 14, volunteers, transporters, and interns are a critical part of Avian Haven's team. More information about Avian Haven can be found at <https://avianhaven.org/>.

Role and Responsibilities

As chief executive, the executive director is responsible for oversight of all programs, fiscal operations, messaging, human resources, administrative functions, benefits administration, fundraising, organizational planning, and the maintenance of a healthy work culture. Reporting directly to the board of directors, the executive director ensures mission alignment, measurable progress toward defined goals, compliance, and accountability. Avian Haven's next executive director will provide leadership in creating a culture of transparency, respect, and collaboration; developing processes and procedures to support effective communication, efficiency, and sustainability; and modeling trust-based relationship-building. Emotional intelligence and effective communication skills are essential attributes of this position. The new executive director will partner with the board in developing a five-year strategic plan with a compelling vision and ambitious but achievable goals that will guide annual operational planning and resource allocation. Specific areas of responsibility include, but are not limited to:

Fiscal Management

- Oversee all financials, cash flow, and bookkeeping, ensuring accuracy and timeliness
- Maintain adequate insurance coverage and an updated record of assets

- Prepare an annual operating plan and a budget to support it, in conjunction with the executive committee, for board approval
- Prepare monthly financial reports for the board, comparing budget to actual revenue and expenses and explaining variances
- Prepare annual financial summaries for board review and compliance documentation
- Monitor investment accounts with portfolio advisors annually

Communications and Fundraising

- Develop an integrated communications and fundraising plan with board and staff to brand Avian Haven and position it to achieve sustainability, organizational visibility and expanded public awareness of the threats faced by wild birds and the importance of wild bird rehabilitation
- Execute fundraising plans and initiatives to expand the organization's network and deepen its impact
- Identify, cultivate, and engage major donors, including individuals, foundations, community organizations, and businesses
- Support the development and implementation of planned giving
- Maintain accurate documentation of donor activities and funding initiatives, and prepare and distribute reports to funders as appropriate
- Work with the board to promote effective outreach and visibility strategies, serving as the primary voice of Avian Haven and overseeing a multifaceted approach including newsletters, year-end reports, annual appeals, website updates, press releases, public appearances, and social media
- Maintain positive and collaborative relationships with diverse stakeholders, including other rehabilitation facilities and rehabilitators, state wildlife biologists and agencies, birding groups, and volunteer networks

Human Resource Management

- Provide organizational leadership and management of employees, including recruiting, hiring, mentoring, and compensation, while promoting positive practices that build morale
- Conduct staff reviews and evaluations, and integrate with the annual updating of job descriptions and emergency succession plans for each staff position
- Prepare information for annual audits of workers' compensation as applicable
- Oversee the management and selection/change of various staff benefits, including messaging, cost oversight, and monitoring bookkeeping to ensure compliance with policies and procedures
- Manage the creation, review and maintenance of policy manuals and procedural instructions across all levels of operations
- Ensure liability waivers are up to date and that all employees, interns, and volunteers renew them annually
- Promote and support staff continuing education and professional development
- Ensure a safe harassment-free work environment, wherein staff members are valued, grow professionally, and work as a team while maintaining their core areas of responsibility

Board Development

- Work in productive partnership with the board of directors, providing informative reports on a regular basis, participating in board committees as appropriate, and cultivating an especially strong relationship with board leaders
- Work with the board president to craft meeting agendas that both engage the board and help provide staff with the guidance and attention they need and deserve

- Create, assemble, and distribute materials for monthly board meetings in a timely fashion; prepare special reports and support meeting logistics as needed; and participate as an ex officio member of the board
- Work with the board to identify, create, or amend policies as needed
- Assist with board recruitment and onboarding

Operations

- Work with staff to secure and maintain the technological tools and equipment needed for clinical and rehabilitation work, communication, and financial and operational management
- Schedule and facilitate efficient staff meetings for planning and implementation of annual operational priorities
- Oversee the appropriate maintenance of patient records and other data storage systems
- Oversee the maintenance and development of indoor and outdoor habitats

Qualifications

A comprehensive set of skills and abilities is required to lead Avian Haven in its next chapter of development. The board expects that the successful candidate will bring to the role:

- Critical thinking, a strong work ethic, initiative, and passion for the organization's mission
- An impressive track record of organizational leadership preferably in the nonprofit sector, including financial management and planning
- Experience working in partnership with a nonprofit board of directors and supporting best governance practices
- Exceptional verbal and written communication skills and the ability to synthesize complex concepts, tailor messages to various constituencies, and engage effectively in diverse contexts
- Orientation as an active listener, open to new ideas and opposing points of view and able to facilitate productive discussions
- Demonstrated strength in developing and executing a multifaceted fundraising strategy and promoting a culture of philanthropy across the organization
- Experience building effective external relationships and enduring partnerships
- Willingness to make tough decisions as needed
- Intellectual curiosity and keen interest in the research required to achieve credibility and remain current in the field
- Demonstrated ability in creative problem-solving, strategic planning, and efficient execution
- A collaborative management style that leverages individual and team strengths through effective delegation
- Experience in successfully attracting, developing, rewarding, and retaining strong talent
- A high degree of competence in motivating, mobilizing and managing an essential volunteer corps
- Strong working knowledge of leading computer programs, including Microsoft Office, Google Suite, and QuickBooks (experience with RaptorMed, Little Green Light, and WordPress a plus)
- Self-awareness, humility, and a commitment to laugh and to improve (at least a little) every day

Wildlife rehabilitation experience is desirable but not necessary.

Compensation

Avian Haven's executive director will earn a salary of \$80,000-85,000 commensurate with experience and insurance benefits. The successful candidate can expect a formal review after the initial six months, and an annual review thereafter.

Nondiscrimination

Avian Haven does not discriminate against any person on the basis of race, national origin, ancestry, public assistance, ethnic background, religion, marital status, economic class, age, disability or handicap (mental or physical), sex, creed, veteran status, sexual orientation, gender identity/expression and any other legally protected characteristics in admission or participation in its programs, services and activities, or in employment. The organization complies with all applicable national, state and local laws pertaining to nondiscrimination and equal opportunity.

To apply

Interested candidates should send a cover letter and resume to Starboard Leadership Consulting at the following address: search2@starboardleadership.com. Paper copies may be sent to Jessica Weiner, Starboard Leadership Consulting, 84 Harlow St., Bangor, ME 04401, but electronic submissions of material are preferred. No phone inquiries, please.

The application deadline is January 7, 2025, and review of all submissions will begin immediately thereafter.