



Employment Opportunities

We are the Sawgrass Nature Center & Wildlife Hospital, a nonprofit 501(c)(3) organization incorporated in 1995 to operate the nature center and to provide education to the public .

Our mission: *"To educate the public about South Florida's unique culture, environment, and the many species it contains, to promote healthy living, outdoor activity, and to provide excellent care for sick, injured or orphaned native wildlife".*

Job openings:

EXECUTIVE DIRECTOR - Accepting resumes until August 4, 2014

**EXECUTIVE DIRECTOR
of Sawgrass Nature Center & Wildlife
Hospital**

Please email a cover letter and
resume by **August 4, 2014**
to sncjoan01@aol.com

**Or mail to: Sawgrass Nature Center
3000 Sportsplex Drive**

**Att: Screening Committee
Coral Springs, FL 33065**

POSITION DESCRIPTION

Opportunity

The Board of Directors of the Sawgrass Nature Center & Wildlife Hospital (SNC) is recruiting an Executive Director. This salaried position requires strong leadership and fundraising capabilities in support of SNC's mission, objectives, goals and strategies. Responsibilities include supervision of staff, coordination of fundraising activities, facilities management, programming, member relations, and engagement with a wide range of stakeholders. The position offers modest compensation, allows a flexible schedule and requires some evening and weekend work.

Roles & Responsibilities

Executive Management -- Our Executive Director will play a leading role in planning, coordinating, budgeting and managing all activities at SNC and be responsible for stewardship of SNC resources as well as development of policies and procedures, direction of staff and recruitment of volunteers.

Fundraising and Stakeholder Engagement- Our Executive Director will



Coordinate fundraising activities by working with a special Task Force to grow membership, individual and corporate gifts, government support, and foundation grants. We expect the Executive Director to develop an ongoing relationship with members and donors and represent the SNC in a variety of community settings to strengthen our relationship with key stakeholders.

Programming - Our Executive Director will be called upon to oversee nature programs and continuously improve the quality and variety of our programming/exhibits to ensure that visitors enjoy a meaningful experience aligned with SNC's mission. This aspect of the role also involves planning and overseeing audience development activities, such as marketing, public relations and promotional events.

Facilities Management – Our Executive Director will develop systems and practices to ensure that the facilities and infrastructure of the SNC are maintained in a safe, functional and attractive condition and to help lead conservation efforts for the Center.

Finance - Our Executive Director will participate in budgeting, manage the financial performance of the organization and ensure that its books and records are properly maintained.

Qualifications

The Executive Director must be an experienced leader and creative thinker with a proven ability to work collaboratively. The successful candidate will demonstrate leadership and effective organizational and solid interpersonal skills, including a proven track record for raising funds and building donor relations.

- Passion for nature and the environment. Knowledge or interest in the region's ecology a plus.
- Bachelor's Degree in a relevant field with three or more years of management/leadership experience in a nonprofit or for-profit organization.
- Proven track record raising funds and building donor relationships.
- Familiarity with IRS nonprofit rules and regulations.
- Ability to lead, manage, motivate, train and collaborate with the Board, staff and volunteers.
- Solid communication skills, knowledge of marketing, advertising and public relations.
- A strong work ethic, stamina and flexibility to deal with unexpected situations.