

International Bird Rescue Research Center (IBRRC) – Job Description

Title: Wildlife Center Manager

Summary:

Manages the day-to-day operations of one of the State of California's Oiled Wildlife Care and Education Centers as well as IBRRC's rehabilitation program in this location. Delivers rehabilitation services in accordance with IBRRC standards, goals and objectives. Functions include: program development and implementation, staffing, volunteer coordination, community relations, budgeting, record-keeping and facility maintenance as well as supporting IBRRC's PR and fundraising activities for the region.

Responsibilities

- Oversee the day-to day operations of IBRRC's rehabilitation program in one of two locations, monitoring projects and budgets, and ensuring that goals and objectives are executed in an effective manner consistent with IBRRC's mission and policies.
- Ensures IBRRC meets all contractual obligations for the management, maintenance and response readiness of one of the State of California's Oiled Wildlife Care and Education Centers as set by the State of California and the Oiled Wildlife Care Network.
- Responsible for ensuring facility maintenance is accomplished following established "check lists"; identifies those aspects of facility infrastructure that require maintenance, repair or replacement as well as identifying possible facility improvements that could further IBRRC and/or OWCN goals and missions.
- Responsible for ensuring IBRRC response and rehabilitation standards and practices are adhered to, maintaining a connection with the day-to-day rehabilitation activities to ensure effective oversight of the Rehabilitation Coordinator and rehabilitation technicians.
- Responsible for managing center budgets and ensuring operational efficiency and responsible spending at all times, identifying opportunities to save costs and conserve resources.
- Responsible for the management of all center staff. Provides support and guidance, monitors performance, builds team spirit and provides communication bridge between IBRRC's Senior Management Team and Center staff.
- Communicates regularly with other Center Manager to uphold the view that IBRRC has one rehabilitation program that operates in multiple locations. Compare treatments, share information, supplies etc., and assist each other as needed.

- Work with other Center Manager to ensure the effective management and development of IBRRC's internship program in both program locations, sharing resources equally and fairly.
- Ensures effective management of and support for volunteers in line with IBRRC's Human Resources policies.
- Supports IBRRC's regional fundraising, outreach and PR activities, including pelican partner and VIP visits/tours. Ensures center is kept clean and organized and is ready to accommodate unexpected public/partner visits at all times.
- Ensures animal stories and response activities are shared with the Development and Communications team in a timely manner and identifies projects and/or equipment needs that could be the focus of future fundraising activities.
- Serve as public face of the rehabilitation facility to the public and/or media, clearly articulating IBRRC's mission, programs and impact to increase visibility of IBRRC and enhance the organization's reputation and standing.
- Responsible for developing good community relationships and strategic partnerships with other organizations, government agencies, local companies etc.
- Performs other duties and functions as requested by direct supervisor or Executive Director.

Minimum Requirements:

- High level of leadership and management skills.
- Excellent organizational skills.
- Excellent oral and written communication skills.
- Excellent skills in problem solving, setting priorities, delegating, meeting deadlines and multi-tasking.
- Ability to work with a variety of staff, partners, specialists and volunteers.
- Energetic willingness to work hands-on in executing IBRRC's strategies, initiatives and programs.
- Minimum of 4 years experience in rehabilitation management, preferably with avian species.
- Minimum of 4 years experience with oiled wildlife response and rehabilitation.