

Scion Executive Search (www.scionexecutivesearch.com) has been retained to conduct the search for a new **Director of Operations** on behalf of our client, **The Wildcat Sanctuary**; an impactful nonprofit dedicated to providing a natural sanctuary to wild cats in need and inspiring change to end the captive wildlife crisis. There are currently 110 animal residents at their no-kill rescue facility located in tranquil Sandstone, Minnesota.

ABOUT THE WILDCAT SANCTUARY:

The Wildcat Sanctuary (TWS) is a 501c3 non-profit with an operating budget of nearly \$2 million, which is impressively funded solely by private donations. The Sanctuary is a rescue organization and is not open to the public. Combining natural and spacious habitats with a life free of exhibition, TWS allows all residents to live wild at heart. TWS is committed to public education about the captive wildlife crisis in order to create a world where animal sanctuaries are no longer needed. As a true sanctuary, they do not buy, breed, sell, or exhibit animals. The Wildcat Sanctuary is accredited by the American Sanctuary Association and the Global Federation of Animal Sanctuaries. They are also licensed by the USDA and members of the American Zookeepers Association.

POSITION OVERVIEW:

TWS seeks a business operations leader skilled in driving organizational success and empowering high performing staff. Reporting to the Executive Director (ED), the Director of Operations will be based in-office in Sandstone, Minnesota and have overall management responsibility for successfully overseeing an organization with a rapidly scaling operating budget, 11 FTE paid staff, and 10-15 animal care interns. The Director of Operations will lead TWS through its next phase of growth and evolution and will partner with the Executive Director on staff management, budgeting, and strategy.

KEY RESPONSIBILITIES:

- Under the general direction of the ED, the Director of Operations will provide onsite leadership and direction to sanctuary operations to ensure animal care, the hospital, the intern program, and facilities are running smoothly, efficiently, and in accordance with TWS' mission, vision, strategic anchors, and safety protocols.
- Provide in-depth supervision, leadership, and coaching to grow employees to their fullest potential, maintain 24/7 staffing coverage, as well as ensure they are meeting performance expectations and effectively executing sanctuary processes.
- Successfully oversee and coordinate the activities of 3 departments (Animal Care, Vet, & Facilities) including by prioritizing competing and changing priorities to ensure the very best and safest care is provided to all animals and that business operations are running optimally.
- Oversee and direct all operational financial activities and work closely with ED to prepare annual budgets, analyze financial data, maximize financial efficiencies, and reduce costs.

- Collaborate with the ED to establish and support strategic goals by defining objectives, implementing processes, and evaluating outcomes for sanctuary operations.
- Partner with ED to make sure important daily sanctuary communication is provided to stakeholders in a timely manner.
- Confirm all assigned departments are complying with TWS' policies, procedures, and protocols on a daily basis to ensure the organization meets and exceeds its standards of care.
- Ensure compliance with all state and federal regulatory agencies including but not limited to the DEA, GFAS, USDA, OSHA, MDH, and EPA.
- Make certain TWS has all of the necessary safety reporting processes in place and conducts all necessary safety trainings required by law for all staff, volunteers, and interns.
- Carefully and thoroughly manage inventory control to make certain optimal levels of medication, food, supplies, materials, and equipment are on hand at all times, while ensuring cost-effective procurement.

KEY ATTRIBUTES:

- 4+ years of successful experience as a manager or director of operations, preferably in a nonprofit setting.
- Proven track record supervising, coaching, and appraising staff effectively to help them reach their full potential.
- Demonstrated skills in building, motivating and retaining high-performance teams, including paid staff and interns.
- Experience hiring, training, developing, disciplining, and dismissing employees with ED's approval as needed.
- Proven knowledge and understanding of staff management best practices and processes, including the ability to effectively establish and monitor accountability, expectations and performance management to achieve results.
- Expertise creating, maintaining, and supervising budgets and expenses while ensuring compliance and adherence to financial policies.
- Flexibility; willingness to adjust work days and hours to accommodate business needs for emergencies and leadership coverage as needed.
- Experience working for an animal sanctuary or another animal-centric organization is a plus, but not required.
- A genuine passion and a deep appreciation for the mission of The Wildcat Sanctuary.
- A humble and hands-on, servant leader who leads by example and is willing to roll up their sleeves to get the job done.
- Excellent interpersonal and communication skills with the ability to organize, present, and articulate ideas and information in an effective and understandable manner, both verbally and in writing in a professional and diplomatic manner with employees at all levels.
- Exceptional judgment and critical thinking skills with the ability to exercise discretion related to problem-solving and issue resolution.

COMPENSATION AND BENEFITS:

This exciting opportunity offers the ability to make a significant impact leading an established nonprofit committed to providing a natural sanctuary to more than 100 wild cats in need. Starting compensation package includes a competitive salary dependent on experience, plus benefits which are comprised of a Simple IRA with employer match, as well as medical insurance, paid vacation, and holidays.

HOW TO APPLY:

For immediate consideration, please submit your application (attaching your resume and cover letter in MS Word) online through <https://www.scionstaffing.com/jobportal/#/jobs/5801>.

ABOUT OUR FIRM:

Scion Executive Search is a retained executive search firm connecting executive nonprofit leadership to nonprofit organizations and foundations across the country. Born out of the nonprofit sector, we provide expert search strategies and leadership for your organization. Our executive candidates are true agents for change, and we are experts at matching their talents, motivations, and passions to your organization's mission. Scion Executive Search has led hundreds of successful executive searches. Information about our firm and successes can be found online at <http://www.scionexecutivesearch.com>.

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