



## Wildlife Haven Rehabilitation Centre

PO Box 165

Île des Chênes, MB R0A 0T0

PHONE: 204-878-3740 | [www.wildlifehaven.ca](http://www.wildlifehaven.ca)

## Executive Director

Full-time

40 hours per week

Île des Chênes, MB

**Closing Date: January 12, 2018**

### **About Wildlife Haven Rehabilitation Centre:**

Wildlife Haven Rehabilitation Centre has been rehabilitating injured, sick and orphaned wildlife for their return to the wild since 1984. We are a volunteer-driven, registered charity that has cared for over 35,000 wildlife who play a vital role in the ecological and biological processes that are essential to life itself. We rely on the generous support of volunteers and donors to rehabilitate wildlife and educate about the awareness, appreciation and peaceful coexistence with wildlife.

### **Qualifications:**

#### Conditions of Employment:

- Must be willing and able to work some evenings, weekends and holidays
- Must be willing to travel and have transportation

#### Essential:

- Excellent interpersonal skills with the ability to effectively facilitate positive working relationships
- Strong organizational skills with attention to detail and the ability to prioritize work to meet deadlines
- Demonstrated ability to work independently
- Strong verbal communication skills with the ability to listen for understanding and comprehension, and to present ideas and information clearly and concisely
- Effective written communication skills with the ability to pay attention to detail and maintain accuracy when drafting, proofreading and editing various documents
- Demonstrated financial management skills
- Strong computer skills with experience using Microsoft Word and Excel or equivalent software

#### Desired:

- Experience with supervision of staff and volunteers
- Experience with non-profit/charitable organizations
- Experience with coordinating/overseeing fundraising activities

### **Duties:**

The Executive Director has overall responsibility for the operations of the Wildlife Haven Rehabilitation Centre (WHRC). Areas of responsibility include: planning, fundraising, community building, staff management, leadership, general administration, financial management and working with the board of directors (board).

### **Apply:**

Executive Director Position

[secretary@wildlifehaven.ca](mailto:secretary@wildlifehaven.ca)

*Only those applicants selected for an interview will be contacted.*

*An eligibility list may be created for similar positions.*