



## **Seeking an Executive Director**

Sea Turtle Inc (STI) is a nonprofit organization 501(C)(3) incorporated in 1977 with the mission to rescue, rehabilitate, and release injured sea turtles, educate the public, and assist with conservation efforts for all marine turtle species. Located on South Padre Island, TX STI is a world leader in sea turtle conservation and is the number one attraction for visitors to South Padre Island. We seek an Executive Director who has a deep passion for environmental conservation; enjoys building relationships with people and organizations of all types; will be a fearless fundraiser and effective voice for STI both locally and around the world; loves educating the public, students, interns and volunteers about all things relating to sea turtles. Featuring a recently built \$6 million educational facility, STI has further plans for growth and expansion with the goal of becoming the best in class sea turtle facility in the world.

### **Job Summary:**

The Executive Director is the public face for Sea Turtle Inc. (STI) and is responsible for inspiring a belief in the vision and mission of STI. He/She must possess a deep passion for marine conservation. Primary duties include being responsible for overall management and operations of the organization, its facilities and programs in accordance with the mission and charter of organization and at the direction of the Board of Directors. The Executive Director ensures the smooth function of the organization's operations, including fundraising, marketing, education and outreach, and conservation programs. The Executive Director is responsible for the human resources at STI including full time, part time and volunteer staff. The Executive Director will maintain a professional and collaborative relationship with the Board of Directors. This job requires residency in the Rio Grande Valley region of Texas.

### **Basic Qualifications:**

- A passion for environmental and species preservation, conservation and education
- Advanced degree preferred but not required
- Three or more years senior non-profit or NGO management experience
- A proven fundraiser with experience developing and implementing fund raising strategies in the non-profit or NGO sector
- Experience hiring, managing and leading staff and volunteers
- Experience developing both long and short term strategic plans for non-profits or NGOs
- Compliance knowledge as it relates to regulatory requirements at all levels of government

### **Key Responsibilities, Skills and Abilities:**

- Being the primary spokesperson for STI, effectively communicating STI's mission and programs to the public

- Developing, implementing and leading effective fundraising programs to meet the financial requirements of STI, including capital campaigns for future growth
- Ability to adapt to changing situations and environments while still achieving results related to the organization's mission
- A knowledge and hands-on skills in maintaining facilities that houses animal habitats, aquaria, an animal hospital, educational interactions, offices and a retail store
- Budget and financial management skills including budget planning, analysis, allocating and reporting
- Ability to perform HR duties following Federal and State HR laws and best practices
- Must be able to communicate comfortably and work effectively with a diverse population and develop positive relationships with staff, visitors, volunteers, donors and the community at large
- Ability to work with and build relations with governmental organizations at the federal, state and local levels
- Be able to speak for and represent STI at national and international conferences
- Experience and knowledge in writing and securing grants from both governmental and non governmental organizations
- Provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions
- Hands on management and leads by example
- Ability to manage and prioritize responsibilities and actions on their own

**Core Competencies:**

- Passionate Ecologist/Preservationist
- Visionary and Strategic Thinking
- Effective Communicator
- Innovator
- Relationship Builder/Collaborator
- People Leadership

**Working Conditions and Physical Requirements:**

- STI operates around the clock in response to animal emergencies, strandings, nestings and other unplanned activities that occur when dealing with wildlife. The Executive Director should be aware that their attention could be required at any time of day, regardless of the hour
- Much of the work at STI is done outdoors under varying and sometimes harsh conditions (extreme heat, windy and rainy conditions, etc).
- Due to the nature of the work with sea turtles, the Executive Director might be expected to assist in rescuing large, heavy sea turtles. This would require lifting of heavy turtles on their own or securing assistance when needed
- Tropical storms and hurricanes are not uncommon to South Padre Island. As such, there may be times when the Executive Director would be expected to stay at the STI facilities

as an essential personnel to meet the needs of the residents and the facilities during these unpredictable events

- Mechanical work on facilities including pump and water supply systems, vehicles, and similar fixtures may be required from time to time in order to meet timeliness requirements of the residents of STI

**Salary Range:** \$60,000 and up, depending on experience

**Benefits:** Benefits packages available

**Hours Per Week:** 40 hours per week, more may be required seasonally

**Background Check Required for Hire**

**To Apply:** Send cover letter and resume in PDF format only to [hiring@seaturtleinc.org](mailto: hiring@seaturtleinc.org)

### **Our Mission**

Our mission is to rescue, rehabilitate, and release injured sea turtles, educate the public, and assist with conservation efforts for all marine turtle species

[www.seaturtleinc.org](http://www.seaturtleinc.org)