



Job Opening: Executive Director

Location: Huntington Beach, CA

About the Position

The Wetlands and Wildlife Care Center (WWCC) is a non-profit wildlife rehabilitation center that has served California's Orange County Coast for over 30 years. Established in response to the 1990 American Trader oil spill, our permanent facility in Huntington Beach opened in 1997 through a partnership with the California Department of Fish and Wildlife's Office of Spill Prevention and Response (OSPR), Southern California Edison, and local conservancy groups. Today, WWCC is a sophisticated organization of veterinarians, technicians, and volunteers rehabilitating 8,000 sick, injured, or orphaned wild animals per year. Our mission is to educate the public about human impact on the environment and mitigate that impact through the expert care and release of native wildlife.

The Executive Director serves as the Chief Executive Officer of the Wetlands and Wildlife Care Center (WWCC). Reporting directly to the Board of Directors, the Executive Director will provide strategic direction, operational oversight, and resource management to ensure the organization's mission is effectively fulfilled. The Executive Director will collaborate with stakeholders, build partnerships, and lead a dedicated team of employees and more than 250 volunteers to drive the organization's impact, financial sustainability, and reputation. They will be the primary spokesperson for the organization, the lead fundraiser, and the strategic architect for WWCC's future.

Qualifications

- 5+ years' experience working with non-profits and/or executive leadership.
- Excellent interpersonal and communication skills, with the ability to engage and inspire diverse stakeholders.
- Demonstrated passion for environmental conservation or animal welfare.
- Proven success managing budgets exceeding \$2M+ and a track record of significant fundraising growth.
- Strong writing ability and demonstrated experience in fundraising, including grant writing, donor cultivation, and partnership building.
- Education: Bachelor's degree required; MPA, MBA, or advanced degree in Environmental Science preferred.



Key Responsibilities

Strategic Leadership:

- Partner with the Board of Directors to develop and execute a strategic plan, focusing on facility expansion and long-term financial sustainability.
- Provide visionary leadership and resources to inspire staff, volunteers, and partners in achieving the organization's goals and mission.
- Working in conjunction with the WWCC's Medical Director and Wildlife Care Manager, identify the emerging trends, challenges, and opportunities and adjust strategies accordingly in the sectors of wildlife and bird rehabilitation, and oiled wildlife response and preparedness.
- Develop and execute comprehensive strategies to secure diverse revenue streams.
- Cultivate and maintain strong relationships and partnerships with donors, corporations, partners, and relevant city, state, and national government agencies.
- Represent WWCC at external meetings; conferences; and events.
- Perform other duties assigned by the Board of Directors to ensure a positive public image, enhance the operation of the organization, and improve the quality of life for animals.

Operational Oversight:

- Responsible for day-to-day operations, at a minimum of 40 hours per week to include traditional weekends, encompassing program development, budget development and financial management, fundraising, and administration.
- Foster a collaborative and inclusive work environment. Manage activities of employees and more than 250 volunteers and interns. Carry out management and financial responsibilities, including payroll and budget compliance; planning, assigning, and directing work; formally reviewing performance, and rewarding and disciplining employees; addressing complaints and resolving problems; and recommending dismissal of employees and volunteers as needed per HR policies and procedures.
- Ensure staff maintains current records on all wildlife admitted and treated.
- Ensure efficient resource allocation, sound financial practices, and compliance with state and local legal and regulatory requirements.
- Ensure that the facilities of the organization are maintained in an appropriate and safe manner.

Compensation and Start Date

This full-time position offers a competitive salary in the range of \$95–\$140k commensurate with experience. The position is open immediately.



**WETLANDS AND WILDLIFE CARE CENTER
OF ORANGE COUNTY**

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Huntington Beach, CA 92646
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To Apply

Please submit a cover letter and resume to info@wwccoc.org with “Executive Director – [Your Name]” in the subject line. Applications are reviewed on a rolling basis. WWCC is an equal opportunity employer.