



THE WILDLIFE SOCIETY

Leaders in Wildlife Science, Management and Conservation

POSITION ANNOUNCEMENT

EXECUTIVE DIRECTOR/CHIEF EXECUTIVE OFFICER

Full-time position with a projected start date in August 2021

The Wildlife Society – a scientific and educational society of professionals in wildlife management and conservation – is seeking an Executive Director/Chief Executive Officer (ED/CEO) because of the current ED/CEO's retirement.

Founded in 1937, The Wildlife Society (TWS) is a thriving organization that is financially strong and has experienced significant membership growth and annual conference attendance growth over the past few years. TWS now has a membership of over 11,000 wildlife professionals.

About The Wildlife Society

The Wildlife Society has a proud history of promoting and supporting science-based management of wildlife resources. Our mission is to inspire, empower, and enable wildlife professionals to sustain wildlife populations and habitats through science-based management and conservation.

A not-for-profit organization, TWS represents and serves the professional community of scientists, managers, educators, technicians, students, planners, and others who work to study, manage, and conserve wildlife and habitats worldwide. We encourage the growth in professionalism through certification, publications, conferences, working groups, mentoring, networking, and leadership training. We also encourage the development of science-based natural resources laws and regulations through active engagement with policymakers.

The Wildlife Society's headquarters in Bethesda, Maryland has approximately 11 full-time and 17 part-time and contract staff organized into 2 program areas: Wildlife Policy & Communications and Operations. Varying numbers of interns and volunteers assist with programs and special projects. Employees are allowed to work remotely, with exceptions where direct access to offices and personnel in the Washington, D.C. area is needed (for example, to advance TWS' policy objectives). The ED/CEO provides fiscal leadership for a budget of nearly \$3 million annually.

Units of The Wildlife Society include 8 regional sections (7 U.S. and 1 Canadian), over 200 state, provincial, and student chapters, and 27 working groups. The Wildlife Society is governed by a board of directors known as the Council, consisting of 4 executive members elected by the entire membership, 8 members who are elected by and represent TWS members within the regional sections, and a student liaison.

Key governance documents include the bylaws and strategic plan and are available on the Society's website, www.wildlife.org.

Position Appointment

Reporting to Council, the ED/CEO will provide strong, innovative, and collaborative leadership for The Wildlife Society in fulfilling its mission and achieving measurable progress on goals and objectives identified in TWS' Strategic Plan. The ED/CEO will be responsible for The Wildlife Society's staff, programs, growth, financial stability, and execution of its mission.

The ED/CEO will maintain accountability for overall operational and fiscal integrity of TWS in accordance with The Wildlife Society Bylaws, policies, and directions set by Council. The ED/CEO will strive for continuous improvement in The Wildlife Society operations and outcomes by establishing performance measures, monitoring progress, evaluating results, and recommending and implementing improvements.

The ED/CEO will seek to expand and enhance The Wildlife Society by growing its membership and securing new sources of revenue and support for TWS programs and activities.

Primary Duties and Responsibilities

Membership

Provide a high level of service and value to The Wildlife Society members and continue to build TWS as an organization that enhances the professional experience of members and contributes substantially to wildlife conservation. Maintain effective outreach to sections and chapters and identify ways to improve member benefits and services. Ensure that member communications and marketing provide value and increase engagement to attract and retain members.

Finance and Administration

Strategically develop an annual budget in alignment with TWS' Financial and Investment Policies Document. Ensure that The Wildlife Society operates within budget and maintains an effective blend of revenue streams including membership dues, subscriptions, advertising and other publication income, investments, donations, business partnerships, sponsorships and grants. Maintain core funding sources and seeks new revenue sources to support growth of The Wildlife Society programs and activities. Negotiate contracts and navigates legal issues with support of TWS staff and legal counsel.

Government Affairs and Partnerships

Maintain and enhance the reputation and effectiveness of The Wildlife Society as a mainstream scientific organization offering specialized expertise in wildlife management and conservation policy by promoting and ensuring effective national- and state/provincial-level government affairs relationships. Increase international policy engagement through participation in meetings, conferences and active engagement. Promote partnerships with other organizations that can enhance the organization's abilities to meet the mission of TWS.

Communications

Ensure that the quality, reputation, and impact of The Wildlife Society communications are maintained and enhanced. Develop and implement continuous improvements in The Wildlife Society's publications, website, e-newsletter, social media and other communication portals.

Conferences

Ensure that planning and organization for The Wildlife Society's Annual Conference produces engaging educational and networking experiences for TWS members in a cost-effective manner.

Council Support

Support and maintain communications with The Wildlife Society Council and assist with Council planning and meetings.

Human Resources

Provide effective leadership and mentoring to ensure that The Wildlife Society staff and contractors function as a cohesive and productive unit, even though most of them work remotely. Communicate a clear understanding of responsibilities and expectations while maintaining a positive team environment. Ensure that effective and timely staff reviews are conducted.

Cooperation with Organization Units

Support and enhance cooperation with and among The Wildlife Society's organization units (i.e., sections, chapters, student chapters and working groups) through communications, meeting participation, and development of forums for effective interactions.

Diversity, Equity, and Inclusion

Continue to incorporate diversity, equity, and inclusion (DEI) into TWS operations. Use the DEI Vision to develop short- and long-term engagement with members and stakeholders to support a diverse, equitable, and inclusive wildlife profession.

Qualifications

Required

The successful applicant will be known and respected in the wildlife and conservation communities. They must display the vision, passion and abilities to advance The Wildlife Society as a professional society. They must have a university degree, demonstrated financial leadership and at least 10 years of experience in wildlife biology or management, natural resources conservation or management, or executive leadership in a nonprofit organization. Strong communications and interpersonal skills and demonstrated ability to build collaborative partnerships are essential as are excellent organizational skills and recognized strengths in leading and motivating people.

Desired

The applicant should have:

- A university degree in natural resources field, wildlife sciences, or related field
- Post-graduate training or education in wildlife conservation, natural resources, organizational or nonprofit management or a related discipline
- An excellent grasp of current issues affecting wildlife and wildlife professionalism, and a record of demonstrated commitment to science-based wildlife conservation
- Demonstrated success in growing and developing revenue streams
- Demonstrated capacity to learn and adapt in a science-based strategic environment

- Capacity to identify with and effectively communicate among wildlife management and research professionals
- Certification as a Certified Wildlife Biologist®
- Extensive experience in fundraising and partnership building
- Experience in successfully managing personnel and finances for an organization
- Demonstrated abilities to lead by example with the highest level of personal and professional integrity

Location and Compensation

This full-time position is preferably located at The Wildlife Society Headquarters in Bethesda, Maryland or the Washington, D.C. area, but is available to qualified candidates working remotely. Occasional travel will be required. The Wildlife Society offers an excellent benefits package and a competitive salary commensurate with qualifications and experience.

To Apply

To be considered for this position, interested candidates must submit their résumé or curriculum vitae, contact information for three references, and a cover letter stating how they meet the qualifications and why they should be considered. Applications must be submitted electronically to edsearch@wildlife.org by July 16, 2021, or until filled. Review of applications will begin July 17.

The Wildlife Society recognizes the value of human diversity in representing and serving the community of professionals who study, manage, and conserve wildlife and its habitats worldwide. All qualified applicants are encouraged to apply, including individuals from under-represented groups among Executive Directors of science-based organizations.