



## Executive Director

### About OPS

The [Oklahoma Primate Sanctuary](#) provides exceptional, compassionate, lifetime care for non-human primates retired from research, rehomed from the pet trade, or retired from display. We are dedicated to providing a highly enriched quality of life for the primates in our care by giving them access to natural environments, regular psychological enrichment, a healthy and diverse diet, and professional veterinary care. Located outside of Newcastle, OK, the sanctuary currently cares for nearly 100 animals on 12.5 acres.

### Position Summary

The Executive Director will be responsible for managing the operations of the organization. Duties will include fundraising, fiscal management, human resource management, strategic development, and liaising with the board. No primate caretaking experience is necessary. The position is full time, but there is an option to begin as part time for up to 6 months.

### Job Location

Remote, but ideally within driving distance of the sanctuary located in Newcastle, OK. Candidate must be willing to make regular visits to the sanctuary.

### Responsibilities

- Oversee the day-to-day operations of the organization, including staff and consultants
- Lead and execute OPS' fundraising efforts, including preparation of grant proposals and reports, creating donor appeals, acknowledging donations, and representing OPS at fundraising events
- Bring in new fundraising sources and cultivate strong relationships with small and large donors, foundations, and other potential funding sources
- Oversee and sign off on OPS' financial recordkeeping, including preparation and execution of the budget
- Work closely with the board to further OPS' mission
- Prepare periodic reports for donors and the board
- Other duties as necessary

### Required Experience and Skills

- Minimum three years personnel management experience
- Demonstrated success with fundraising, donor development, and grant writing.
- Nonprofit or business management experience, including budgeting and accounting
- Commitment to OPS' mission
- Strong interpersonal skills, including relationship and team building
- Excellent written and oral communication skills

**Preferred Experience and Skills - The following are desirable but not required**

- Experience in the animal protection field
- Experience with Global Federation of Animal Sanctuaries accreditation

**Qualifications**

- Bachelor's degree (minimum)
- Advanced degree a plus

**Salary Range**

Salary range up to \$80k, based on experience and abilities.

**How to Apply**

Please send a cover letter and resume by email to [jobs@okprimates.org](mailto:jobs@okprimates.org) and include “OPS Executive Director” in the subject line. Position available until filled. Only candidates selected for interview will be contacted. No telephone calls, please.

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