Executive Director

About Oklahoma Primate Sanctuary

Oklahoma Primate Sanctuary provides exceptional, compassionate, lifetime care for nonhuman primates retired from research, rehomed from the pet trade, and retired from display. Located outside of Newcastle, OK, the sanctuary currently cares for nearly 100 animals on 12.5 acres. Our core values of respect and kindness for the animals in our care is infused throughout the organization and its operations.

Position Summary

OPS is seeking an Executive Director to guide the growth and success of the organization. This position reports directly to the Board of Directors and will work in tandem with the Director of Animal Care. The successful candidate will bring broad experience in nonprofit management, proven success in managing and growing a diverse fundraising portfolio, and passion for animal welfare. Experience with primate care is not a prerequisite.

Primary Responsibilities

- Lead the organization, providing strategic vision and direction to the board, team members, and external stakeholders.
- Develop and execute all fundraising activities with a strategy for growth in operational support and capital improvements. This includes individual and institutional giving, events, a major donor program, and donor stewardship.
- Manage personnel. Nurture a productive, high morale, and positive workplace.
- In partnership with the Director of Animal Care, oversee operational aspects of primate care, ensuring the needs of the caretaking team are met.
- Handle organizational finances. Prepare an annual budget and monitor income and expenses throughout the year. Ensure financial controls are met. Initially serve as bookkeeper and prepare payroll.
- Conduct the administration of the organization (e.g. OSHA requirements, business licensing, contractor relationships, etc.).
- Lead relationship with board of directors, including spearheading and organizing meetings, preparing regular reports, engaging members in their support of the organization, and recruiting new members.
- Manage digital marketing including social media posts, email appeals and communications, and advertising on social media and use of google ads.

Desired Qualifications

- A commitment to the welfare of animals and alignment with our mission.
- Minimum three years nonprofit management experience in a senior management position.
- Fundraising experience in direct marketing, grant writing, and major donor development with demonstrated success in portfolio growth.
- Experience managing an annual budget of $250,000 or more.
- Excellent written and oral communication skills, including story-telling ability.
- Strong project management skills. Ability to envision and manage a project through all stages to completion.
- Proficiency in MS Office Suite.
- Ease with CRM databases and ability to quickly adapt to new software/platforms.
- Experience with QuickBooks is required.
- Savvy with social media marketing and communications.
- A keen sensibility for fostering cohesive and productive teams.
- A dedication to integrity and transparency.

**Working at Oklahoma Primate Sanctuary**
- We are an inclusive and equitable organization that celebrates and values the unique perspectives of team members.
- Our commitment to excellence extends to care for the monkeys, the team, and our donors and partners.
- All team members are highly invested in the success of the organization.
- The board of directors is poised to enable and assist in the success of the Executive Director.

**Hours & Location**
- This is a remote-friendly, hybrid position. A minimum of one day per week is required onsite for oversight and “face time” with the team. Additional days onsite as needed to fulfill the responsibilities of the position.
- This is a full-time role. Regular working hours are expected to be 9:00am-5:00pm, Monday-Friday. Alternate hours may be discussed and mutually agreed. Occasional weekends and evenings will be required for fundraising or other events.
- As the major donor portfolio grows, travel (10-15%) may be required.

**Compensation & Benefits**
- Annual salary is $65,000-$80,000, commensurate with experience.
- Paid holidays and vacation.

**How to Apply**
- Please send a cover letter and resume by email to jobs@okprimates.org and include “OPS Executive Director” in the subject line. Your cover letter should address your interest in OPS’s mission and how your qualifications relate to this position.
- We will accept applications on a rolling basis until the position is filled. The hiring process will involve two interviews, a writing assignment, a site visit, and a reference check.