



Application Submission Instructions

On behalf of Fossil Rim Wildlife Center (FRWC), the FRWC Board of Directors will be accepting applications for the role of **Executive Director**. Applicants should submit a **cover letter, resume, and contact information for three professional references** through the FRWC website at <https://fossilrim.org/career-internships/>. We do not accept applications via email.

All applicants are asked to read the full/detailed position description on the following pages before submitting their application.

To learn more about FRWC, the Mission, and the history, please visit fossilrim.org

If you have any questions about the search process, please email Tally Hickey, Director of Human Resources, at humanresources@fossilrim.org



Fossil Rim Wildlife Center (FRWC) Profile

Mission: FRWC is dedicated to the conservation of species in peril, conducting scientific research, training of professionals, responsible management of natural resources, and public education. Through these activities, we provide a diversity of compelling learning experiences that inspire positive change in the way people think, feel, and act with Nature.

FRWC is a 501(c)(3), Mission-focused, 1,800 acre non-profit conservation center in Glen Rose, TX, located in what is thought of as the northern edge of the beautiful and visually stunning Texas Hill Country, about 60 miles southwest of the Fort Worth/Dallas Metroplex. Since opening to the public in 1984, FRWC has remained steadfast, seeking to steward, sustain, and deepen all Mission-related efforts. Through all activities, FRWC is dedicated as a conservation center and in protection of the green space on which it operates.

At present and contributing to the support of the Mission, FRWC currently employs 75-80 full and part-time staff, 25-35 interns/preceptors/Fellowships per year, and more than 50 dedicated volunteers. Operations are comprised of specialized areas relating to Animal Care, Animal Health and Research, Education/Interpretation, Finance/Administration, Support Services/Natural Resources, Development, Information and Technology, Human Resources, Marketing, Lodging, Tourism, Safety and Security, and Executive – all organizationally governed by a Board of Directors.

FRWC is an accredited member of the Association of Zoos & Aquariums (AZA) and Zoological Association of America (ZAA), a founding member of the Conservation Centers for Species Survival (C2S2) and International Rhino Foundation (IRF), and partners/aligns with many other local, regional, and international conservation and academic entities. Currently, FRWC is supporting the sustainability of 50 wildlife species totaling ~1,200 individual animals, with many being threatened or endangered species, and five of which have active recovery/release components.

The approximately \$9MM annual budget is funded by the >250,000 guests and supporters/donors including nearly 3,500 member households.

FRWC has received many recognitions and awards for its conservation work and diligently strives to sustain select populations of wildlife. It is FRWC's objective to sustainably manage wildlife as naturally as possible - demographically, genetically, socially, and environmentally, as a part of, and in support of, a greater metapopulation strategy to serve as a hedge against extinction and in support of biodiversity. FRWC will continue to seek ways to engage and inspire guests and our community to action so we may all serve as better stewards of Nature, upon which we all depend.

For more information, please visit fossilrim.org



FOSSIL RIM WILDLIFE CENTER invites applicants for the position:

Executive Director

Fossil Rim Wildlife Center (FRWC) is a 501(c)3, mission-focused, 1,800 acre conservation center in Glen Rose, TX. **Mission:** FRWC is dedicated to the conservation of species in peril, conducting scientific research, training of professionals, responsible management of natural resources, and public education. Through these activities, we provide a diversity of compelling learning experiences that inspire positive change in the way people think, feel, and act with Nature.

The Executive Director (with Board, staff, and volunteers) is responsible for leading and integrating FRWC's conservation Mission across all operations, programs, and alliances in a way that balances the organization's environmental, social, and governance (ESG) activities with sound profitability and positive business outcomes. As the operational agent for the FRWC Board of Directors/FRWC, the Executive Director, with vision and integrity, is responsible for implementing all governance policies related to a collaborative, innovative approach to enterprise that considers the needs of diverse stakeholders (including wildlife and land conservancy, employees, community, visitors, investors, suppliers, environment). He/She is also responsible for collaborations as a non-profit, staff oversight, financial planning/budgeting/management/accountability, compliance (legal, regulatory, other), and asset protection. This position reports to the Board of Directors.

Specific/Mandatory Responsibilities

1) Board Governance: Works with the Board in order to fulfill FRWC's Mission.

- Responsible for leading all operations and staff in a manner that supports and guides FRWC's Mission, Vision, and Policies as defined by the Board of Directors and as a private, non-profit organization.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to provide governance oversight, guidance, and vision strategy.
- Attend all Board meetings and provide reports and updates on current work, project timelines, and project and organizational progress.
- Serve as liaison between the Board and staff.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of FRWC and in alignment/support of the organizational Mission.

- Proactively identify, cultivate, and solicit individual major donors by enhancing authentic relationships locally, nationally, and internationally.
- Drive diversified contributed revenue streams with the Development team to attract support from foundation prospects, corporate sponsors, and special event entities.
- Oversee creation and maintenance of the annual budget.

- Responsible for the fiscal integrity of FRWC, to include submission to the Board of a proposed annual budget and quarterly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

3) Organization Mission and Strategy: Works with the Board and staff to ensure Mission fulfillment through strategic planning, programs, and community outreach.

- Responsible for visioning, strategic planning, and implementation in collaboration with Board and staff to ensure that FRWC can successfully fulfill its Mission into the future.
- Maintain a progressive and evolving focus on the long-term sustainability of “the Place” as a conservation center.
- Responsible for the enhancement of FRWC’s image by being active and visible in the community and by working closely with other professional, civic, and private organizations.
- Establish comprehensive tools and performance metrics for Mission-based input as well as internal and external impact measurement.

4) Organization Operations and Internal Relations: Oversees and implements resources to ensure that FRWC operations are appropriate.

- Collaborate with Management Team (department heads), providing guidance yet not micromanaging.
- Adept at working with a variety of groups, organizations, and individuals including Board members, zoological/conservation organizations/alliances, ranches/land owners, academia, scientists, government officials, staff, volunteers, donors, and guests.
- Responsible for the hiring and retention of competent, qualified staff.
- Lead, serve, and develop FRWC’s staff especially relating to successional leadership and institutionally progressive Mission related support.
- Foster a collaborative working environment, encourage professional development, and champion accountability amongst staff.
- Continually foster a culture that encourages collaboration between departments and diverse stakeholders, as well as recognizes positive contributions.
- Lead by example (servant-leadership), taking part in organizational activities as a member of the FRWC team.
- Model respect for the balance between having guests visit and stewarding the land well.
- Maintain all legal compliances, contracts, and agreements.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of FRWC.
- Be a model of integrity, honesty, respect, humility, and transparency.

5) External Relations and Engagement: Acts as the representative of FRWC to variety of audiences.

- Represent FRWC in the local, regional, and broader community.
- Oversee marketing and other communications efforts.

- Participate in other industry organizations, groups, and collaborations to contribute conservation insight/efforts locally, nationally, and internationally while remaining focused on the FRWC Mission.
- Maintain all memberships and accreditations as benefiting FRWC and the Mission.

Professional Qualifications Required/Desired

- Bachelor's Degree required, Master's Degree preferred.
- Experience related to organizational balance of environmental, social, and governance priorities with profitability objectives.
- Five or more years of executive leadership experience, preferably at a nonprofit.
- Transparent, accountable, and high integrity leadership.
- Business operations and fiscal management.
- Experience working with a Board of Directors.
- Strong passion for the Mission and programs of FRWC.
- Strong interest in land and wildlife conservation and maintaining or improving FRWC with respect to conserving land, resources, and both native and nonnative species.
- Professional experience at a conservation organization (preferably land-based) and understanding of natural resources, education, and wildlife conservation.
- High-level strategic thinking and planning. Ability to envision and convey FRWC's strategic future to the staff, Board, volunteers, and donors.
- Ability to effectively communicate FRWC's Mission to donors, volunteers, and the overall community.
- Foster an environment of accountability, healthy work relationships and partnerships, and inclusivity among organizational staff to maintain a positive and collaborative work environment.
- Balance innovation/entrepreneurial spirit with operational excellence.
- Strong financial management skills, including budget preparation, analysis, decision making, and reporting.
- Demonstrated success at fundraising. Excellent donor relation skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies, and volunteers.
- Proven track record of growing organizational capacity and programmatic impact.
- Experience in creating and establishing clear, measurable business goals.
- Solid organizational abilities, including planning, delegating, program development/management, project planning, and task facilitation.
- Strong time management skills; ability to balance multiple projects and changing demands from day-to-day.
- Creative problem solving skills.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.
- A healthy sense of humor.

- Proficiency in Microsoft Word, Excel, and PowerPoint.
- Awareness of the unique opportunities and challenges of overseeing a conservation facility in a rural location.

Work Requirements

- A full 5-day week, requiring flexibility.
- Available to work on weekends and holidays.
- Adherence to all company policies, rules, and procedures.

Positions Spec

A full-time exempt position. Fossil Rim is an “at will” and equal opportunity employer. It should be noted that it is company policy to conduct background checks on potential new employees, inclusive of testing for drugs and controlled substance use.

I have read and understand the job description for Executive Director and can perform the essential functions of the position with or without accommodation:

Signature

Date

Print Name