

**Wild Bird Rescue & Rehab**

12150 W 44th, Suite 118

Wheat Ridge, CO 80033

**Vice President**

**The Mission of Wild Bird Rescue & Rehab:**

*The mission of Wild Bird Rescue & Rehab is to rehabilitate injured, sick, and orphaned wild birds for release into an appropriate territory and to provide rescue outreach and public education.*

**Description:** Vice-President of the Board of Directors of Wild B.I.R.D, dba Wild Bird Rescue & Rehab

**Job Purpose:** The Vice-President of the board works in concert with the Executive Director (ED) and other board members to provide leadership to Wild Bird Rescue & Rehab. The President of the board will direct the board of directors and support the work of the Wild Bird Rescue & Rehab by providing mission-based leadership and strategic governance. Day to day operations of Wild Bird Rescue & Rehab are led by the Executive Director, or acting Executive Director. The board-ED relationship is a partnership and the involvement of the board is both critical and expected. The president responsibilities are specific to the position.

**ESSENTIAL POSITION FUNCTIONS:**

* Position is member of the Executive Committee as a Corporate Officer
* Attend all board meetings
* The Vice President shall assist the President as need to schedule, set agenda for and preside at all board of director’s meetings in the President’s absence
* Represent Wild Bird Rescue & Rehab to stakeholders and act as ambassador for the association
* Achieve financial objectives by reviewing and approving committee/ annual budget, reviewing monthly Treasurer reports, and any Audit report or Annual Reviews, and legal or fiduciary responsibilities
* Works in partnership with the executive director and staff to make sure board resolutions are implemented
* The Vice-President is board liaison for the following committees: Fundraising, Event Planning
* The Vice-President serves as the Volunteer Coordinator and is responsible for scheduling and coordinating volunteer who work at the rescue and rehabilitation facility
* Coordinate an annual performance evaluation of the Executive Director

**POSITION TERM:**

Officers are elected to two year terms. Directors must hold office until their successors are elected and qualified, if there are only three directors

**FUNDRAISING**

So that Wild Bird Rescue & Rehab can credibly solicit contributions from foundations, corporations, and individuals, all board members are encouraged to make annual gifts to Wild Bird Rescue & Rehab. It is also recommended that Board members attend all Wild Bird Rescue & Rehab events.

**QUALIFICATIONS:**

This is an extraordinary opportunity for an individual who is passionate about Wild Bird Rescue & Rehab’s mission and who has a track record of board leadership. Selected board members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing board members.

Ideal candidates will have the following qualifications:

* Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, and/or the nonprofit sector
* Previous philanthropic fundraising experience necessary
* Previous experience as a member of a nonprofit board of directors, preferably as an officer or committee chair
* A commitment to and understanding of wildlife rescue and rehabilitation, preferably based on experience
* Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
* Personal qualities of integrity, credibility, and a passion for improving the lives of wild birds in Colorado
* Vice-President should have experience supervising/managing multiple employees or volunteers

**CONFIDENTIALITY:**

Wild Bird Rescue & Rehab expects board of directors to respect the privacy of the organization and to maintain confidentiality.  Confidential information includes but, is not limited to: information about Wild Bird

Rescue & Rehab finances, salaries, donor information, operating plans, investment management, personnel matters, internal discussions and other information that may be deemed proprietary.  No information may be released without appropriate written authorization. Failure to maintain confidentiality may result in removal from the Wild Bird Rescue & Rehab board of directors

As a member of the Board of Directors, I recognize by my signature that I owe a fiduciary duty of care to the Wild Bird Rescue & Rehab as set forth above.

**I acknowledge I have read the board description(s) for the position I am fulfilling, and believe I can uphold the duties listed above to the best of my ability.**

Signature: Date:

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