

Position Profile

On behalf of our client, the International Wolf Center,

***CohenTaylor Executive Search Services
is conducting a retained executive search for its***

Executive Director



International Wolf Center

Teaching the World about Wolves



International Wolf Center

Teaching the World about Wolves



MISSION

The International Wolf Center (Center) advances the survival of wolf populations by teaching about wolves, their relationship to wildlands, and the human role in their future.

VALUES

Wolves The Center values the wolf, the survival of wolf populations in many parts of their historic range, and coexistence between wolves and humans.

Integrity The Center values honesty and integrity in the conduct of all organizational activities.

Educational Excellence The Center values high quality education that fosters interest in and understanding of wolves and wolf issues.

Accurate Information The Center values the power of full, accurate, and science-based information to improve decision-making about the conservation and management of wolves and wildlands.

FAST FACTS

- The organization maintains two facilities: an administrative office in Brooklyn Park, MN and the Center in Ely, MN.
- There are currently four wolves on exhibit and two in retirement at the Center in Ely. Two new pups are arriving in spring 2020.
- A brand-new \$1.4 million immersive exhibit, *Discover Wolves!*, opened at the Ely Center in June 2019.
- The Center organizes an international symposium on wolf research every four years, drawing over 450 attendees in 2018. Planning for the 2022 symposium is underway.
- 2018 Revenue: \$2M
- Current staff of fifteen full-time employees plus seasonal and part-time staff and interns
- More than 3,500 active members across the world

THE ORGANIZATION

The International Wolf Center (Center) is a 501(c)(3) non-profit organization that advocates for wolves via public education. It does not promote political, legal, or other positions about wolves but rather focuses on providing science-based information. The Center opened its doors in June 1993 in Ely, MN to its award-winning \$3 million, 17,000 square-foot facility featuring the *Wolves and Humans* exhibit. State funding of \$1.2 million and \$400,000 in donations from individuals and foundations paid for the facility. A \$125,000 grant for construction and promotion of the Center was received from the Iron Range Resources and Rehabilitation Board (IRRRB) in Eveleth, MN. In 1998, a 3,260-square-foot addition provided a 120-seat wolf-viewing theater and more classroom, storage, and laboratory space. The expansion was funded by a 1996 bonding bill in the Minnesota State Legislature. In May 2019, the Center replaced the *Wolves and Humans* exhibit with a \$1.4 million *Discover Wolves!* exhibit.

The Center's flagship facility features triangular windows designed to represent wolf eyes and ears. The observation windows look into a 1.25-acre wolf enclosure and den site that is home for the resident wolf pack. Four wolves born in April 1993, served as the original ambassadors for the educational mission of the Center. They were joined by two arctic wolves in the summer of 2000. Since then, older wolves have moved into a retirement enclosure, and new pups have been introduced to the pack about every four years, so the maximum number of wolves on display is four. The Center's Ely facility offers a variety of educational programs for adults and families. Afternoon, weekend, and week-long visits include howling trips, radio tracking, snowshoe treks, dogsledding, videos, and hikes. Programs are custom designed for groups of all ages. Since its inception, membership in the Center has grown to include people in all fifty states and thirty-eight countries. Membership provides funding for educational programs.

The Center accomplishes educational outreach beyond its Ely facility through a comprehensive Web site at www.wolf.org, a thirty-two page quarterly magazine, classroom presentations to more than 13,000 students every year, webcams on the resident pack, international symposia, and a distance learning program that virtually brings its educators and wolves into classrooms in real time. People around the world are touched each year with educational messages about the wolf. By teaching people about this charismatic and controversial predator, the Center aims to ensure a future wilderness complete with the exciting howl of the wolf.

The Center is governed by a board of up to twenty-five directors, currently including naturalists, wolf biologists, attorneys, business people, accountants, and other civic-minded citizens. It meets quarterly, twice in the Twin Cities and twice in Ely, with various board/staff committees meeting throughout the year and reporting to the board.



DISCOVER WOLVES!

In May 2019, the International Wolf Center opened a brand-new, immersive exhibit at its Interpretive Center in Ely, MN. With both wolf biology and exhibit technology changing, the Center knew that an update to its previous *Wolves and Humans* exhibit was needed. The new exhibit, titled *Discover Wolves!*, brings a creative spark to visitors' educational adventures in the world of the wolf. Just inside the new wide-open exhibit hall, a wolf den is built into a rocky cave. Visitors are able to step up to the den and look inside to see video of real wolves in a real den. Another exhibit allows guests to see how far a wolf can travel on a given day, month, and year through use of an interactive, hands-on map. Nearby, a simulated airplane gives visitors a chance to see how researchers track wolves from the air. With four screens encircling the cockpit, visitors are given the appearance of flying a small airplane alongside wolf biologist Dr. Shannon Barber-Meyer as she explains how radio telemetry is used to track wolves in the wild.

The \$1.4 million technology-rich exhibit, which visitors have declared a howling success, was funded primarily by the Legislative-Citizen Commission on Minnesota Resources, along with a major commitment by the Center's Board of Directors and donors.



THE ROLE

The Executive Director of the International Wolf Center has an incredible opportunity to provide overall leadership and management of the organization's operations and to work in partnership with the board and/or the Executive Committee to plan and actualize the future of the Center. Working with the Board of Directors and Executive Committee, the Executive Director oversees growth of the organization's financial base, its programs, its work through governmental and non-governmental partnerships, and its credibility and reach through science-based education and information programs locally, nationally, and globally.

Reporting to the Executive Committee and the Board of Directors, the Executive Director will ideally be based in the Twin Cities, with frequent travel to Ely required.

With responsibility for a total staff of fifteen, the Executive Director currently has seven direct reports:

In Brooklyn Park, MN:

- Executive Assistant
- Director of Administration and Finance
- Communications Director
- Outreach Director
- Development/Membership Director

In Ely, MN:

- Interpretive Center Manager
- Wolf Curator



KEY ACCOUNTABILITIES

Leadership:

- Manages the development of organizational four-year strategic plan goals with the Board of Directors
- Manages the development of annual objectives and budget narratives to support objectives with staff, carries out plans and policies authorized by the board, and assesses organizational results
- Allocates resources to employ, promote, discipline, and deploy staff to translate board policies into actions and to meet board goals
- Develops, manages, and reports on organization budget, cash flow, reserve fund commitments, and monthly financials
- Leads a talented, diverse, and highly collaborative team of staff, board, and volunteers, and builds on the successes of the past thirty-five years by visualizing and actualizing opportunities for sustainable growth
- Ensures the Center operates in a fiscally responsible manner within the board-approved budget and in accordance with accepted non-profit financial accounting practices
- Evaluates and systematically adjusts the allocation of organizational resources in order to reach stated goals and objectives

- Provides direct oversight, weekly touch-base meetings, performance evaluations, and support for the work of the positions reporting to the Executive Director
- Sustains a culture of effective, honest, and open communication; and solicits appropriate levels of input and influence for staff and board in decision-making
- Informs the board on the condition of the organization, its programs, and its progress toward meeting objectives and financial plans
- Ensures that emergency operating protocols are in place to protect visitors, participants, volunteers, and staff and that employees are properly trained to respond to emergencies
- Oversees the proper welfare, care, and security of live resident wolves at the Center and the safety of all employees and volunteers who work with them

Fundraising:

- Oversees cultivation of funding opportunities to meet the revenue as indicated in the budget
- Promotes diverse funding operations and fosters growth of legacy giving
- In collaboration with the Development Director and Development Committee, cultivates major donors to encourage their contributions and commitment to the Center
- Oversees effectiveness of all revenue centers of the organization including educational programming, events, social media, membership, development strategies, and retail

Strategic Partnerships:

- Establishes and nurtures beneficial relationships with appropriate partners, sponsors, community groups, local and state governments, and other organizations
- Seeks strategic local, national, and international opportunities for diverse growth and advancement of the mission
- Oversees major projects, such as exhibit development, symposia, facility upgrades, and legislative initiatives
- Oversees liaison with landlords, including the Minnesota Department of Natural Resources
- Serves as a public face of the organization to members, media, and legislators as well as key agencies and organizations

Education:

- Oversees fulfillment of the mission of the Center through education, our most important tool
- Directs staff to identify and explore outreach opportunities in Minnesota and all states where wolves are present or returning

Board Responsibilities:

- Understands and follows current board policy and directions as they arise from board or Executive Committee actions

- Participates in the Executive Director's own annual performance and compensation review as conducted by the Executive Committee and board
- Participates in or delegates participation by staff on board committees
- Acts as key staff liaison and support to the board and Executive Committee
- Sustains a working relationship with the board chair, Executive Committee, and board members, upholding policy on board and staff communications



THE IDEAL CANDIDATE

The Executive Director of the International Wolf Center will believe deeply in the science-based mission of advancing the survival of wolf populations by teaching about wolves, their relationship to wildlands, and the human role in their future. Successful candidates will be proven leaders committed to advocating for the wolf through education and by providing a forum for dialogue on wolf issues. Strong relationship building and communication skills will be key components of this role. The Executive Director will represent the International Wolf Center, stewarding its reputation as a leading science-based educational wildlife organization for members (prospective, former, and current), donors, visitors, vendors, and communities. The Executive Director will collaborate with staff, interns, volunteers, and other customers in fulfilling stewardship responsibilities.

Qualifications:

The ideal Executive Director is a proven, strategic leader who promotes a culture of communication and collaboration as a uniting force between the Twin Cities administrative office and the Ely Interpretive Center to advance the mission and goals of the International Wolf Center.

While no one candidate will have all the criteria enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences:

- A bachelor's degree and minimum of five years proven leadership experience, ideally in a non-profit or related field; advanced degree is preferred
- Visionary leadership with an ability to inspire and motivate others around a purpose
- Ability to work collaboratively with staff to maintain strong communication and rapport between two offices
- Committed to the professional development of staff
- Passion for conservation education and connecting people with the environment
- Biology, wildlife, conservation, or related professional experience is preferred

- Demonstrated ability to communicate effectively with diverse stakeholders and to collaborate to achieve desired outcomes
- Proven experience and interest in fundraising, including effective relationship building with individual donors and foundations
- Experience working with a non-profit board to drive transparent governance
- Able to demonstrate a commitment to diversity, equity, and inclusion
- Leadership skills that build trust and demonstrate respect
- Ability to think creatively and problem solve with others
- Ability to work independently and take initiative
- Strong technology aptitude including the ability to leverage technology to effectively engage with the Center's community and reach global audiences
- Excellent written and verbal communication skills
- Ability to derive and manage complex annual budgets
- Experience and ability to effectively delegate
- Ability to oversee complex projects such as remodeling, program expansion, and exhibit development
- Must be able to travel between two facilities and other meeting locations to conduct work in a timely manner

**For more information
or to send your credentials,
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**All inquiries will remain
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Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.