
Auburn University Job Description

Job Title:	Dir, Southeastern Raptor Center	Job Family:	No Family
Job Code:	GA24	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

Job Summary

Reporting to the Dean of the College of Veterinary Medicine (CVM), this position serves as the key strategic, academic, and management leader of the Southeastern Raptor Center (SRC), overseeing the administration, programs, and strategic plan, as well as marketing, fundraising, and community outreach functions of the Center. Collaborates with the Dean to develop the SRC's mission in concert with key partners, and is responsible for leading the SRC in a manner that supports the mission.

Essential Functions

1. Directs the administration and business functions of the Southeastern Raptor Center, implements appropriate resources to ensure SRC operations are aligned with its mission.
2. Responsible for supervising, hiring, training, supporting, evaluating, and retaining competent and qualified staff. Establishes employment and administrative policies and procedures for all functions of the SRC in collaboration with CVM Human Resources.
3. Develops, manages, and maintains financial plans for the raptor center to ensure financial viability of the SRC. Responsible for fundraising and developing other revenue necessary to support the SRC's mission. Prepares annual budget and updated strategic plans, and reviews financial performance quarterly with appropriate personnel. Ensures finances are maximizing utilization of resources.
4. Leads the academic programs of the Southeastern Raptor Center in support of the College of Veterinary Medicine, and contributes directly to one or more aspects of the Center's mission. Ensures educational programs promote awareness and appreciation for birds of prey.
5. Responsible for the enhancement of SRC's image by being active and visible in the greater Auburn community, Auburn alumni organizations and events, and on-campus events. Serves as the primary spokesperson for the SRC to various constituents, media, and the general public. Ensures the SRC is compliant with federal and state requirements.
6. Directs the rehabilitative care services rendered at the rehabilitation hospital. Ensures proper care of raptors in rehabilitative and educational units under the direction of veterinary staff. Collaborates with veterinary staff within CVM regarding raptors in rehabilitation.
7. Oversees and ensures proper cleanliness and maintenance of rehabilitation facilities and equipment as needed.
8. May perform other duties as assigned by supervisor.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Wildlife, Zoology, Biology, Business or related field. Desired Doctorate of Veterinary Medicine.
Experience (yrs.)	8	Experience in the leadership, management, administration, and academic advancement of a raptor center or a comparable wildlife center. 2 years' experience supervising employees. Perferred experience with fundraising and/or major gift development, public speaking and/or giving presentations to diverse audiences, media interaction, to include posting on social media.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Advanced knowledge of raptor rehabilitation, training, or education.

Knowledge of federal and state laws and guidelines applicable to a raptor rehabilitation or education center.

Knowledge of fundraising best practices.

Knowledge and application of public speaking principles.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

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Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 12/17/2021

