



Director of Development & Vice President

Position Summary

The Director of Development & Vice President provides leadership in fundraising, organizational development, community engagement, and shelter operations. Working closely with the President and Board of Directors, this role supports the long-term sustainability of Greyhaven Exotic Bird Sanctuary through strategic fundraising, donor stewardship, public outreach, volunteer engagement, and operational oversight. The position serves as a key ambassador for the organization while helping ensure the highest standards of care for parrots in Greyhaven's programs.

Primary Responsibilities

Organizational Leadership

- Support the President and Board of Directors in advancing Greyhaven's mission, vision, and strategic objectives.
- Assist in organizational planning, policy development, and decision-making.
- Act on behalf of the President when delegated or in the President's absence.
- Foster a collaborative, inclusive, and mission-focused culture throughout the organization.

Fundraising & Development

- Lead the development and implementation of fundraising strategies to support Greyhaven's programs and long-term sustainability.
- Cultivate and steward relationships with donors, sponsors, foundations, and community partners.
- Identify and pursue grant opportunities, sponsorships, corporate partnerships, and other revenue-generating initiatives.
- Coordinate fundraising campaigns, online appeals, silent auctions, special events, and donor recognition activities.
- Track fundraising performance and recommend strategies for growth and improvement

Community Relations & Public Outreach

- Represent Greyhaven at community events, conferences, educational programs, and fundraising activities.
- Develop partnerships with veterinarians, animal welfare organizations, businesses, schools, and community groups.
- Promote responsible parrot ownership and avian welfare through education and advocacy.
- Strengthen Greyhaven's visibility and reputation within the community and animal welfare sector.

Marketing & Communications

- Provide oversight and strategic direction for Greyhaven's public communications and marketing initiatives.



- Support the creation and distribution of digital and print communications, including social media content, newsletters, fundraising appeals, educational resources, and promotional materials.
- Ensure Greyhaven's messaging consistently reflects its mission, values, and commitment to animal welfare.
- Monitor and enhance public engagement and brand awareness.

Shelter Operations & Animal Welfare

- Oversee the day-to-day operations of Greyhaven's shelter facilities.
- Ensure high standards of animal welfare, husbandry, enrichment, sanitation, nutrition, and safety are maintained.
- Support intake assessments, rehabilitation planning, medical care coordination, foster placement, adoption programs, and long-term sanctuary care.
- Work collaboratively with veterinarians, caregivers, foster homes, and volunteers to meet the physical and emotional needs of birds in care.
- Assist in developing and maintaining policies, procedures, and best practices related to animal care and shelter operations.

Financial & Administrative Oversight

- Assist with budget planning, resource allocation, and financial management related to shelter operations and fundraising activities.
- Oversee inventory management, supply procurement, and operational planning.
- Ensure organizational resources are used responsibly and effectively.
- Maintain accurate records, reports, and documentation as required.

Qualifications

- Demonstrated commitment to Greyhaven Exotic Bird Sanctuary's mission and values.
- Strong leadership, organizational, and project management skills.
- Experience in fundraising, donor relations, grant writing, nonprofit management, or business development.
- Excellent written, verbal, and interpersonal communication skills.
- Experience managing volunteers, community partnerships, or nonprofit programs.
- Knowledge of companion parrots, avian behavior, and animal welfare principles is highly desirable.
- Ability to manage multiple priorities in a fast-paced environment while maintaining attention to detail.
- Strong problem-solving skills, initiative, and the ability to work independently.
- Emotional resilience and sound judgment when responding to complex animal welfare and organizational challenges.
- Ability to build positive relationships with a wide range of stakeholders, including volunteers, donors, adopters, veterinarians, and community partners.