



### ***Program Manager Position Description***

The mission of the Big Cat Sanctuary Alliance (BCSA) is to eliminate private ownership and the commercial exploitation of wild cats in the United States. We seek a part time (approximately 20 hours) Program Manager to help BCSA reach its goals.

#### **Essential Duties**

##### Program Support

1. Direct BCSA administrative operations
2. Implement goals and objectives as determined by the BCSA Steering Committee
3. Coordinate activities of the BCSA, including communications among members, advisors and partners
4. Develop relationships with key partners and stakeholders
5. Coordinate BCSA meetings, including the preparation of reports
6. Serve as liaison between Steering Committee and professional consultants (e.g., legal, accounting)
7. Maintain Steering Committee approved policies, procedures, and other documents

##### Fundraising and Public Relations

1. Seek funding for BCSA initiatives through grant writing and personal solicitations
2. Follow-up with current donors and cultivate new donors as needed
3. Oversee all in-kind and monetary donations, including gift acknowledgements and gift tracking
4. Facilitate the sharing of information for time sensitive responses
5. Prepare reports to funders as needed.
6. Represent BCSA at events, functions, etc.

##### Committees -Work with various committees to produce the following:

1. Manage and grow mailing list and send out monthly e-newsletter
2. Develop and oversee budget approved by Steering Committee
3. Recruit, process, organize and communicate with prospective members
4. Oversee website
5. Oversee annual conference planning
6. Invoice and collect member dues

[www.BigCatAlliance.org](http://www.BigCatAlliance.org) • [info@BigCatAlliance.org](mailto:info@BigCatAlliance.org)

**BCSA is a 501c3 Fiscally Sponsored Program of Community Initiatives**



### **Position Requirements**

The successful candidate will possess exceptional communication skills, including experience in fundraising, grant writing, press announcements, website design and updating, newsletters and public speaking. Knowledge or awareness of big cat issues preferred. The Program Manager must have a high level of organization, be able to coordinate diverse projects and synthesize various sources of information. Competence with common computer programs and applications (e.g., Word, Excel, Google groups) is essential. Understanding of issues faced by animal sanctuaries, keeping abreast of news and events affecting animal sanctuaries and having the ability to represent Alliance to the public, media and others are essential characteristics of the Program Manager. The ideal candidate will have a bachelor's degree and at least three years' experience in association or nonprofit management. This position may work from a home office, but some travel is expected.

Please submit letter of interest and resume/CV to [nalmrud@BigCatAlliance.org](mailto:nalmrud@BigCatAlliance.org).

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