JOB TITLE: Executive Director REPORTS TO: Board of Directors

JOB SCOPE: To demonstrate leadership of the organization’s mission, and strategy in order to achieve annual goals and objectives through implementation and management of organization’s programs and services.

**RESPONSIBILITIES AND DUTIES:**

**Fundraising:**

 Oversee all fund raising initiatives including the development and coordination of fund raising events

 Work with Board of Directors to identify and develop relationships with potential donors.

 Manage, develop, and expand our current donor relationships.

 Meet and work with county budget personnel, and prepare and manage county budget request for funds

 Write and oversee all grant applications including planning and implementation, identify resource requirements, research funding sources, establish strategies to approach grants, approve proposals and administrate records, documentation, and appropriate expenditures.

**Program Development and Delivery:**

 Manage the marketing and promotion of the Spay/Neuter, Transport, TNVR (Trap-Neuter-Vaccinate-Return) programs, Vaccine Clinic and Emergency Medical Fund.

 Collaborate with Clinic Manager and Program Manager to ensure effectiveness and quality control of all programs.

 Compile and maintain data regarding program service delivery.

**Community Outreach:**

 Represent the organization in public meetings and professional functions.

 Oversee and lead the collaborative effort with other animal welfare organizations.

 Provide effective communication of program services to the organization’s constituency.

 Work directly with all media sources to ensure the mission of the organization is presented positively and accurately.

**Financial Management:**

 Responsible for over sight of the organization’s budget.

 Ensure the organization adheres to proper audit and records retention policies and procedures.

 Identify and implement the goals, objectives, methods, and resources necessary to accomplish the specific mission and programs of the organization.

 Measure financial success of programs and advise on ways to improve performance.

 Identify and suggest new sources of income stream.

 Work directly with the organization’s CPA to recommend yearly budget for Board of Director approval and manage organization’s resources within those budget guidelines.

**Human Resource Management:**

 Responsible for direct supervision of medical and admnistrative staff.

 Responsible for all human resource aspects, including payroll and annual/performance review.

 Approve all organizational changes to policies and procedures.

**Marketing and Communications:**

 Create and implement all marketing campaigns pertaining to promotions, special events and services.

 Work with Program Manager on maintenance and expansion of social media presence.

 Write, create and produce periodic organization’s e-newsletter.

**Board Administration and Support:**

 Operate organization according to policies set by Board of Directors.

 Supports operations and administration of Broad of Directors through effective communication of legal and financial responsibilities.

 Reports progress and statistical performance measures as required.

 Creates agendas for meetings and maintains a board calendar in order to advise of any necessary board actions.

**Skills, Experience and Educational Requirements:**

**Leadership Skills Required:**

 Strong leadership skills in human resource and organizational management

 Strong marketing, public relations and social media experience

 Past success working with boards of directors

 Strong written and verbal communication skills

 Strong business, financial and organizational management skills

 Passion, idealism, integrity, positive attitude, mission driven and self directed

**Qualifications - Experience and Education:**

 Minimum bachelor’s degree preferred or a minimum of 5 years comparable executive level work experience.

 Demonstrated success in fund raising and fund development capability, with a minimum of 5 years experience.

 Minimum of 6 years comparable executive level experience is preferred.

 Experience in board relations, financial management, budgeting, strategic planning, and marketing & communications.

 Proficient technology skills: full command of all Microsoft Office applications, e-mail marketing (Constant Contact) and all social media channels.

 Ability to work a flexible schedule.