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**Job Description**

**Executive Director**

**Statement of Purpose:**

*The Executive Director is a dynamic leader and visionary who possesses a proven track record of successful* planned and implemented marketing, development, fundraising, social media, volunteer and retail programs. Highly organized and self-motivated, the Executive Director is energetic with excellent communication skills and strong leadership and management acumen. The Executive Director drives the professional strategic direction, culture, and overall management of Cat Depot.

The Executive Director is responsible for the overall management and oversight of the organization and in coordination with the Director of Operations to meet the values, vision, and mission of the organization as approved by the Board of Directors of the Cat Depot.

The daily on-going operations of the organization will be the responsibility of the Director of Operations other than those noted below.

**Duties & Responsibilities:**

* Responsible for overseeing the organization's consistent achievement of its vision, mission, and financial objectives. The Executive Director is responsible for directing in coordination with the Operations Director the development and implementation of a strategic plan for the long-term growth and success of the organization that supports the finest standards of quality animal care.
* Committed to the mission and vision of the organization
* Management emphasis will include direct leadership/management of, and the establishment and achievement of goals in the following areas.
* Fundraising
* Marketing and Advertising
* Social Media
* Donor Development
* Major Gifts
* Community engagement
* Local and national presence
* The Executive Director will maintain the highest standards of professionalism, both verbal and written. Exemplify consistent and fair practices and display strong organizational skills to ensure seamless operations.
* The Executive Director will work collaboratively with the Director of Operations to achieve the vision, mission, core values and goals of Cat Depot.
* The Executive Director will ensure that Cat Depot has long-range strategies which achieve its mission and programs that make consistent and timely progress to obtain target goals.
* Key Responsibility Functions:
	+ Fund Raising/Development
		- Create a comprehensive, strategic development plan and effectively execute it to ensure adequate resources for the continued work and progress of Cat Depot.
		- Oversee all development and fundraising efforts. Plan successful short and long-term funding strategies.
		- Develop and implement collaborative programs and services. Raise alternative sources of funding to aid in the overall mission and goals.
	+ Maintain Community and Government Relations
		- Nonprofit organizations and for-profit businesses
		- Education Systems
		- Community foundations, trusts, financial advisors
		- Education systems
	+ Communications
		- Oversee marketing, advertising, social media, and publicity for the organization’s activities, programs, and goals.
		- Work with local businesses, community groups, other animal welfare and for-profit organizations, the news media, and the general public to convey the mission and work of Cat Depot.
	+ Staff Management and Development
		- Maintain a culture which attracts, retains, and motivates a diverse team of dedicated professionals who embrace and promote the mission and goals of Cat Depot.
		- Oversee the consistent and positive maintenance and growth of volunteers. Promote recruitment, employment, direction, management, and positive mentoring of all personnel to ensure that job descriptions are maintained, that regular performance evaluations are conducted and that motivational practices are in place.
		- Ensure all staff follows Cat Depot’s human resource policies and protocols for compliance with local, state, and federal law.
	+ Budget and Finance
		- Develop and maintain sound financial practices under the guidance and direction of Cat Depot Board of Directors.
		- Prepare with the Operations Director, as requested, financial reports, budgets, and summaries. Monitor budgets for compliance of expenditures within approved budgetary constraints by the Board of Directors.
	+ Compliance with Laws, Regulations, Policies, and Guidelines
		- Oversee record-keeping practices for budget accountability. Work directly with the President of the Board of Directors to ensure official records and documents are maintained and secured in accordance with the Board.
* Animal Care and Daily Operations
	+ Duties, responsibilities, and operational staff management are under the direction of the Director of Operations who will in consultation with the Executive Director implement all policies and procedures approved by the Board of Directors

**Physical Requirements:**

* The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.
* While performing the duties of this job, the individual may be required to sit for long periods at a time; occasional travel, type using a computer keyboard; visually read information on a computer monitor; orally communicate information over the telephone; hear, and lift up to 20lbs. Specific vision abilities required by the job include close vision and color vision.

**Education and Professional Requirements:**

* Education: Minimum Bachelor’s degree
* Experience: Minimum of 10 years’ experience in a senior fundraising leadership position with an animal welfare organization or equivalent. (CFRE preferred)
* Health: Ability to work with and around the zoonotic disease, injured, and fractious animals, allergens, chlorine, and other chemicals.
* Time commitment: Position requires a minimum of 8 hours per day, 40 hours per week and will include weekend, night and holiday work.
* Physical Abilities: Must be able to lift 20 lbs. repeatedly, stand or sit for long periods of time, bend, lift, haul, and have the agility to rescue and contain a loose cat.
* Transportation: Valid FL driver’s license, satisfactory driving record, and reliable transportation.
* Ability to operate:
	+ Personal computer
	+ Other digital equipment
	+ Audio-visual equipment

**Knowledge, Skills, and Abilities Required:**

* The ability to work collaboratively with others to optimize achievement of organizational goals and objectives.
* The ability to seek out new concepts and development in the field of animal welfare.
* Strong fundraising experience and skills demonstrated through at least 10 years of successful results.
* Strong communication skills.
* Fiscal Acumen.
* Knowledge of state and federal regulations.
* Ability to think strategically; design and implement long-term strategies, and business plans.
* Superb communications, presentation, and marketing skills required; ability to persuasively convey the mission of the organization to diverse groups including vendors, consultants, Board of Directors, funding sources, organizational leaders, and business partners.
* Commands attention and action-oriented. Can change tactics midstream and manage group processes during presentations or discussions.
* Must be proficient using MS Office Suite, including PowerPoint.
* Awareness and understanding of emerging technologyand trends.
* Ability to design, implement and direct multiple projects and policies, setting deadlines and ensuring program and policy accountability.
* Critical thinker with demonstrated leadership skills, strategic planning, and problem-solving abilities.
* Ability to cultivate the creative ideas of others, make connections between ideas and project potential outcomes.
* Excellent interpersonal skills, especially the ability to inspire.
* Flexibility with work hours, nights and weekends may be required, including all outside events.

**Reports To:**

* The President of the Board of Directors. There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of Cat Depot that employment for this position is at will, which means that employment is for no specified term and the employee or the agency may terminate that employment at any time without cause.
* The Executive Director will work closely with the board President, Directors, Operations Director as well as leading a non-voting Advisory Board.
* The Board shall direct, control, and supervise the duties of the Executive director and the manner and time of performance.
* Executive Director shall devote their entire time, skill, efforts and attention to this employment and shall not engage in any other business while in the employ of Cat Depot.