



**Job Title:** Executive Director

**FLSA Status:** Salary, Exempt

**Reports To:** Board of Directors

**Supervisory:** This position oversees staff.

### **Summary**

The Executive Director (ED) is the chief executive and the organization's public face. The Board of Directors entrusts the ED with translating the vision into actionable lines of effort and initiatives resulting in measurable impacts for animals and the community. Operating at the nexus of strategy, resource development, focused execution, and humane leadership, the ED sets the course for long-term organizational performance growth and community outreach.

In partnership with the Board, the ED crafts and updates a multi-year strategic plan that anticipates emerging trends in animal welfare, philanthropy, and legislation. They mobilize staff, volunteers, donors, partner animal welfare organizations, and civic partners around clear goals and key performance indicators, ensuring every department—from veterinary services to marketing—contributes to mission fulfillment and financial sustainability. The ED serves as the organization's chief fundraiser, cultivating transformational gifts, securing competitive grants, and spearheading high-profile events that collectively generate the diverse revenue streams needed to meet year-over-year operational and strategic outcomes for lives saved. (Current budget is set at \$5+ M).

Internally, the ED fosters a culture grounded in our pillars of **Leading Collaboratively, Building Positivity, Communicating Intentionally, Nurturing Ourselves, and Transforming Continuously**. They recruit and mentor a high-performing leadership team, champion inclusive HR practices, and model transparent decision-making that aligns with our core values. Externally, the ED acts as a compelling spokesperson and policy advocate, building coalitions with elected officials, media outlets, corporate partners, and peer shelters to advance humane legislation and elevate the shelter's profile with the goal of leading the effort to make Florida a no-kill state.

Ultimately, the Executive Director is accountable for delivering operational excellence, fiscal integrity, and mission-driven innovation that protects and enriches the lives of thousands of animals each year while inspiring community members to join the cause.

## **Essential Duties and Responsibilities**

### **Strategic Planning & Vision**

- Partner with the Board to refine and execute a multi-year strategic plan with measurable goals.
- Translate strategy into annual operating plans and KPIs for each department.
- Scan the external landscape for trends in animal welfare, community needs, and legislation.

### **Financial Stewardship & Budget**

- Develop and manage an annual operating budget (~\$ 6M) that aligns resources with strategic priorities.
- Ensure rigorous financial controls, timely reporting, and compliance with GAAP and all regulatory requirements.
- Identify opportunities to diversify revenue and optimize cost efficiency without compromising animal care.

### **Major Donor & Grant Development**

- Cultivate, solicit, and steward a portfolio of individual major donors (5-, 6-, and 7-figure level).
- Oversee grant strategy—prospecting, writing, and reporting—to grow institutional funding.
- Maintain a robust moves-management system with data-driven forecasting.

### **Special Events & Community Engagement**

- Serve as executive sponsor for signature fundraising events (e.g., annual gala, run/walk, adoption campaigns).
- Leverage events to deepen donor relationships, attract new supporters, and elevate brand visibility.
- Foster strategic partnerships with businesses, civic groups, and volunteers.

### **PR & Media Relations**

- Act as primary spokesperson; secure positive earned media through compelling storytelling and expert commentary.
- Oversee crisis-communication protocols to protect organizational reputation.
- Guide brand messaging across all channels (traditional, digital, social).

### **Legislative & Advocacy Initiatives**

- Monitor animal-welfare legislation at the local, state, and federal levels.
- Build relationships with policymakers; prepare testimony and advocacy materials.
- Mobilize supporters and coalition partners to advance humane policies.

### **Culture & Talent Development**

- Lead a staff of ~60 FTE and 1,000+ volunteers, fostering an inclusive, high-trust environment.
- Hire, coach, and retain mission-driven talent; champion professional growth and well-being.
- Uphold workplace culture pillars in daily decision-making and conflict resolution.

*Other duties as assigned to support the organization's needs*

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty. The following requirements represent the necessary knowledge, skill, and/or ability. Reasonable accommodations may be allowed, enabling individuals with disabilities to perform the essential functions.

- **Senior Executive Leadership:** 10+ years at the C-suite/VP level guiding mission-driven organizations with budgets ≥ \$5 M and staffs ≥ 40, successfully navigating strategic pivots, rapid growth, or mergers.
- **High-Impact Fundraising:** Proven record generating ≥ \$3 M annually through six- and seven-figure gifts, capital campaigns, and multi-year grants, driven by data-rich moves-management in top donor CRMs (Salesforce NPSP, Raiser's Edge, etc.).
- **Fiscal & Operational Mastery:** Hands-on P&L oversight and GAAP-compliant budgeting for complex nonprofits, consistently optimizing cost structures without compromising program quality or staff well-being.
- **Strategic Communications & Brand Stewardship:** Dynamic public speaker and seasoned media spokesperson who crafts compelling narratives, maintains crisis-communication readiness, and protects brand integrity under pressure.
- **Legislative & Sector Influence:** Documented success advancing animal-welfare (or related) legislation and sustaining a bipartisan network of policymakers, coalitions, and regulatory bodies.
- **People-Centric Leadership:** Inclusive, positive relationship manager adept at building high-trust cultures, supervising cross-functional senior teams, and embedding transparent performance management and succession planning.
- **Academic & Professional Credentials:** A Bachelor's degree in a relevant field (required) plus an MBA, MPA, JD, DVM, or CFRE certification (preferred).
- **Tech & Analytical Fluency:** Expert user of productivity suites (Microsoft 365) and shelter or donor management platforms (Shelterluv, Raiser's Edge or similar), with exceptional written communication and analytical skills.
- **Commitment to Humane Care & Resilience:** Comfort with the realities of shelter medicine—including humane euthanasia decisions—paired with emotional resilience, reliable transportation, and flexibility for evenings, weekends, and travel when required.

## **Preferred / Differentiators**

- **Sector Depth:** 5+ years directly in animal welfare.
- **Capital Projects:** Led facility expansions or new-build projects ≥ \$10 M.
- **Integrated Advancement:** Experience unifying fundraising, marketing, and client-experience strategies for seamless stakeholder journeys.
- **Data & Technology:** Champion of digital transformation, implementing analytics dashboards, AI-driven donor segmentation, or shelter-management automation.
- **Community Thought Leader:** Recognized speaker at national conferences (e.g., HSUS Expo, Best Friends, AAWA) or contributor to industry publications.

## **Work Environment**

- Work occurs in a shelter setting, including indoor and outdoor environments.
- Frequent exposure to various animals, including those that may be sick, injured, or behaviorally challenged.
- High noise levels due to barking and other animal vocalizations.
- Fast-paced, emotionally charged atmosphere, especially during emergencies or sensitive situations.
- Potential exposure to unpleasant sights, odors, and animal waste.
- Regular contact with cleaning agents and disinfectants.
- Possible exposure to zoonotic diseases (transmissible from animals to humans).
- Appropriate training and personal protective equipment (PPE) will be provided.

## **Physical Requirements**

- Frequently stand, walk, bend, stoop, and crouch throughout the day
- Lift and carry animals and supplies weighing up to 50 pounds
- Work in varying temperatures, including outdoor conditions in all seasons
- React quickly and calmly in stressful emergencies
- Safely handle animals of varying sizes and temperaments

## **Employee Acknowledgment**

I have read and understand the job description above. I attest that I can meet the duties and requirements outlined and will notify my manager if I cannot perform any part of the job.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_