



Executive Director

SUMMARY:

The Animal Shelter Assistance Program (ASAP) located in Santa Barbara, CA seeks an **Executive Director**. We are a private non-profit 501(c)3 organization whose mission is to save the lives of cats in Santa Barbara County by providing shelter, veterinary care, behavioral support, adoption and foster services, education and community outreach. The **Executive Director** is responsible for managing and developing the organization, which includes current paid staff of 5 full-time and 3 part-time employees, roughly 250 volunteers, including 25 in management or leadership roles, and overseeing a \$950k annual budget.

The ideal candidate is an experienced leader, relationship builder, and manager. Crucial skills include leadership experience; knowledge of and commitment to accepted shelter animal care standards; fundraising experience; the capacity to work with the Board of Directors to develop and implement a strategic plan; and the ability to communicate effectively with a variety of audiences and stakeholders. An understanding of basic business principles, including a background of good budget management, is necessary.

The shelter receives 75% of its funding from individuals and businesses in the local community, and the Executive Director is an important liaison in our effort to raise funds to ensure the ongoing financial sustainability of the shelter. Demonstrated accomplishments in fundraising, including developing new relationships, successful cultivation, solicitation, and acquisition of donations is essential. In addition, demonstrated success in grant writing is required.

The Executive Director is also responsible for the oversight, program development, and accountability for best practices over all operational areas of a full service cat shelter, including intake, behavior, animal care, foster care, adoptions, and partnerships with other animal welfare organizations to provide the necessary infrastructure to achieve ASAP's mission. The Executive Director provides high level coordination across all program service areas to provide a quality of care and service that matches the ASAP mission.

The intent of this job description is to provide a representation of the level of the types of duties and responsibilities that will be required of positions given this title, and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.

REPORTS TO:

Board of Directors

PROVIDES DIRECT SUPERVISION TO:

Shelter Operations Supervisor

Wellness & Facilities Supervisor

Development & Marketing Associate

Business & Human Resources Manager



ESSENTIAL FUNCTIONS:

- Provide executive level leadership of staff and volunteers, providing vision and direction for the future growth of programs, policies, and procedures for ASAP.
- Implement the strategic goals and objectives of the organization and provide support and collaboration toward the achievement of the organization's mission.
- Develop and implement all aspects of fundraising, including donor cultivation, events, grant writing, donor newsletter, direct solicitation, and special campaigns.
- Direct ASAP's shelter programs including intake, behavior, retention, animal care, foster care, adoptions, partnerships, veterinary care, community cats/TNR, and community outreach.
- Provide administration of and guidance for all organizational programs and activities and staff responsible for them (program services and facility management, fiscal management and fundraising, community and public relations/advocacy, and human resources).
- Report to the Board monthly regarding fiscal and operational status of the organization. Ensure effective management of the annual budget and be accountable for budget expenditures on an ongoing basis.
- Establish effective working relationships with a range of stakeholders, including Board members, managers, staff, volunteers, vendors, and other animal welfare organizations.
- Promote development of staff skills.
- Develop and document appropriate standards of procedure for all core functions of the organization.

ANIMAL WELFARE AND ADVOCACY:

- Monitor animal welfare issues and ensure compliance with all applicable laws and regulations.
- Network with other local animal shelters, animal welfare groups, and rescue groups to build coalitions.
- Lead the development and implementation of programs and services that meet community needs, advance the mission and vision of ASAP, and "brand" ASAP as a leader in humane education, advocacy, and animal welfare.

COMMUNITY RELATIONS:

- Represent ASAP as the chief spokesperson and effectively represent its goals and mission to individuals, private foundations, government leaders, and the media.
- Develop and maintain community contacts with government officials and collaborate as necessary to promote animal welfare initiatives.
- Identify networking opportunities and attend these events with Board members.
- Develop public speaking opportunities and cultivate relationships (local service clubs, local businesses in our community).

FINANCIAL:

- Ensure sufficient annual operating revenue is available and that development evolves to support needed growth.
- Supervise the Business/HR Manager on, HR, payroll and accounts payable functions.
- Accomplish financial objectives by forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.
- Develop and maintain sound financial practices.



FUNDRAISING:

- Secure new donors and continue to cultivate and nurture existing relationships with donors including individuals, foundations, and corporations.
- Develop, implement, and oversee fundraising projects (special events, direct solicitations, planned giving, social media, crowdfunding, and capital campaigns).
- Assume responsibility for a comprehensive grant program, including writing proposals, reporting results, identifying new sources of funds, complying with all funding requirements, and monitoring and meeting key deadlines.
- Supervise and support development of the donor newsletter, including identifying content, writing compelling stories to connect to donors, and providing editorial/layout guidance.
- Coordinate fundraising efforts of Board to maximize impact and effectiveness.
- Publish annual report that highlights key accomplishments and programs and reports annual statistics.
- Provide coordination and oversight for key annual fundraising event—The Bash—hosts 400+ guests and raises over \$125K in net proceeds annually.

HUMAN RESOURCES:

- In conjunction with Business & Human Resources Manager, ensure personnel policies and procedures conform to current laws and regulations.
- Develop and implement procedures to ensure good management, administration, and fiscal practices including recruitment and orientation, hiring and termination, staff training, overseeing health and safety standards, development of work schedules, development of job descriptions, and regular performance evaluations.
- Oversee hiring and supervision of staff and conduct performance evaluations for staff and key volunteer leadership.
- Create an environment in which volunteers feel welcome and are given constructive feedback when working in the animal areas.
- Ensure staff and volunteers understand the vision and direction of the shelter and maintain the highest professional standard and practices.

PUBLICITY & MARKETING:

- Provide oversight and direction for all communications representing the organization.
- Develop and implement marketing and communications strategies to ensure our mission, programs, and services are consistently presented with a strong, positive image and consistent branding.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

- Work environment includes constant exposure to felines and other animal allergens.
- Lift and move objects and animals weighing up to 25 pounds for short distances.
- Drive a vehicle; must have a valid Driver's License and be in good standing with Department of Motor Vehicles.

EDUCATIONAL REQUIREMENTS: An undergraduate degree from a four-year college or university is preferred; applicants with commensurate relevant experience will be considered.



EXPERIENCE, ABILITIES, AND QUALITIES REQUIRED:

- Minimum of 3 years of financial/budget experience, as well as demonstrated accomplishments in fundraising, including gifts from individual donors, foundations, and corporations.
- Demonstrated record of successful grant writing experience.
- 3-5 years of supervisory experience within an animal shelter or program/service delivery setting.
- Minimum of 2 years of experience working with community groups, volunteers, and other nonprofit programs and organizations.
- Proven ability to work with, evaluate, coach, and supervise staff and volunteers. Experience developing staff into a cohesive team while holding individuals and work teams accountable for their results. Oriented to performance by objectives for individuals and teams.
- Demonstrated record of strong and inclusive leadership with open communication to harmonize staff, the Board, and other constituents with whom the director will interface.
- Past experience in a senior leadership role where he/she has either reported directly to or worked closely with a Board of Directors is desirable.
- Strong interpersonal and communication skills, including experience speaking with the media in a variety of situations.
- Demonstrated understanding of business principles applied to a nonprofit enterprise, including a background of good budget management.
- Proficiency in computer applications, i.e., Microsoft office, Excel, databases; understanding of web based applications and their utilizations, as well as experience with shelter data software and record keeping.
- Ability to work independently and effectively with other managers and staff in order to accomplish daily tasks as well as strategic plans and contribute effectively as part of a team.
- Effective written and verbal communication skills, ability to communicate with the public, volunteers, and co-workers in a pleasant, courteous, and tactful manner at all times.

HOURS: *Flsa Status: Exempt Position* Minimum of 8 hours per day, 40 hours per week. Daily hours and days of the week may vary according to the needs of the department schedule. May include weekends, night, and holidays. Benefits package included.