

Bide Awhile Animal Shelter

Executive Director Job Description

The Executive Director is the public face of Bide Awhile Animal Shelter Society, a visionary who is passionate about animal welfare and accountable for the effective leadership and management of the organization.

Primary responsibilities include implementing the strategic plan and overseeing day-to-day management of the organization including operations, finance, human resources, revenue development, public relations, marketing and community engagement. The position reports to the Board of Directors.

Responsibilities

Board Governance

Works collaboratively with the Board to fulfil the organization's mission and achieve its strategic plan, including.

- Leading the organization in a manner that supports and guides its mission and vision and implements the strategic plan as defined by the Board of Directors.
- Working collaboratively and communicates effectively with the Board of Directors and provides, in a timely and accurate manner, all information necessary for the Board to carry out its responsibilities effectively and to make informed decisions.
- Advising the Board of Directors on animal care and animal welfare issues.

Revenue Development

Works with the Board to develop and implement a revenue development plan that ensures the organization's viability, including:

- Adapting the revenue development plan as the organization and the animal welfare environment changes.
- Implementing a donor recruitment, retention, and stewardship strategy.
- Development and retention of traditional fundraising sources.
- Exploration and development of other revenue sources, including potential sponsorships and grants.

Financial Management

Works collaboratively with the Administrator/Bookkeeper, Treasurer and Finance Committee to ensure the financial health and well-being of the organization including:

- Managing the financial affairs of the organization within an approved budget; and
- Ensuring maximum resource utilization and fiscal maintenance of the organization

Organizational Operations

Manages and administers the Shelter's operations effectively and efficiently with responsibility for:

- Overseeing the implementation and operation of best practices in animal welfare.
- Enabling operational efficiency by implementing new and procedures, systems and technologies appropriate for the organization.
- Developing and implementing effective administrative policies and practices.
- Overseeing human resources activities including:
 - Developing, hiring and retaining competent, qualified staff;
 - Implementing compensation and benefits within the budgetary constraints of the organization that attracts and motivates high performing staff;
 - Implementing a pro-active performance management system; and
 - Developing and implementing progressive human resources policies and practices.
- Establishing and maintaining a positive, healthy, and safe work environment.
- Maintaining the facility.

Public Relations, Marketing and Community Engagement

Develops and implements a plan that raises the profile of the organization, including:

- Promoting best practices in animal welfare in our community.
- Formalizing and developing partnerships with other synergistic organizations.
- Making effective use of traditional and social media.
- Developing and retaining relationships in the business community.

Qualifications

- Passionate about animals and animal welfare.
- Transparent and high integrity leadership.
- Ability to convey a vision of the Shelter's strategic future to staff, Board, volunteers, donors, sponsors, and the community.
- Demonstrated ability to oversee and collaborate with staff.
- Experience in fund development and donor relations.
- Significant experience in a not-for-profit environment either as an executive or as a Board member.
- Experience collaborating with and motivating a voluntary board of directors.
- Strong interpersonal and relationship-building skills.
- Ability to interface with and engage diverse volunteers, donors, and sponsorship groups.
- Experience with budget preparation, analysis, and financial reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Strong written and oral communication and public speaking skills.
- Valid driver's license and access to a reliable vehicle.
- Flexible to attend evening and weekend meetings and/or events.