

## **Executive Director**

### **Ohio Alleycat Resource & Spay/Neuter Clinic, Cincinnati Ohio**

#### **Exempt Position**

#### **Position Summary**

The Executive Director is responsible for the overall administration and management of the day-to-day operations of organization. Areas of responsibility include planning and evaluation, policy development and administration, personnel and fiscal management, public relations, and fundraising. This is a full-time position, hired by and directly accountable to the board through its elected board president.

The successful candidate will be expected to provide leadership, direction and discipline when necessary. The Executive Director will manage and resolve staff and volunteer interpersonal issues. The Executive Director will serve as point person for the dissemination of information to organization staff and volunteers. The Executive Director will delegate duties to other staff including the Shelter/Community Cats and Clinic directors as appropriate.

#### **DUTIES & RESPONSIBILITIES**

- Communicate the organization's mission, vision, goals and strategies internally and publicly
- Plan, develop and establish policies and objectives in accordance with board directives, articles of incorporation and by-laws
- Direct all organizational communications (including social media and web presence), scheduling, reporting, programs and services
- Attend all board meetings and committee meetings, as appropriate
- Act as lead to volunteers, staff for the board and its committees
- Ensure effective management of volunteers
- Supervise staff and volunteers
- Work in conjunction with Clinic and Shelter/Community Cats Directors on recruitment and employment of all paid and volunteer personnel
- Maintain and update the employee handbook
- Maintain sound HR practices
- Meet regularly with Shelter/Community Cats and Clinic Directors
- Ensure medical and admin policies are followed and updated as needed
- Actively support staff, and promote the development of skills related to the advancement of organizational goals
- Create and monitor annual budget and manage resources within that budget
- Interface with organization's accountant and auditors
- Secure ongoing funding through donor cultivation and grant writing in conjunction with Shelter/Community Cats and Clinic Director
- Network with and develop business, community and animal group contacts
- Coordinate and participate in community education

## **SKILLS & SPECIFICATIONS**

This position requires multi-tasking in a fast-paced, dynamic environment. Flexibility and adaptability will be invaluable as job duties fluctuate from day to day and even moment to moment. The ability to communicate assertively and effectively with staff, volunteers and the community is essential. The ideal candidate will demonstrate self-initiative and the capacity to work independently. Work duties may include occasional weekends and evenings, with advance notice, and the Executive Director should anticipate occasional disruptions of his/her personal life after work hours.

## **EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, ABILITIES**

- Animal welfare background is essential
- Extensive experience managing people (volunteers and staff)
- Extensive experience with development/fundraising, particularly in the area of major donor cultivation
- Bachelors degree a plus
- Working knowledge of Microsoft Word, Excel, and Quickbooks
- Customer service experience
- Familiarity with Humane Alliance methods and protocols a plus
- Must be a comfortable and proficient public speaker
- Must have excellent writing skills
- Experience with social media campaigns, writing/editing blogs, website planning a plus

### **Key Responsibilities**

#### **Leadership**

- Act with complete integrity and fairness at all times
- Promote a positive public image of OAR
- Work closely with the board to develop partnerships in the community

#### **Strategic Planning**

- Identify emerging issues that affect the work of the clinic, shelter, and community cats program and bring those issues to the board's attention
- Work closely with the board in planning and executing short- and long-term goals and objectives

#### **Resource Development**

- Work closely with the board to develop and implement fundraising strategies
- Oversee and manage submission of grants, annual appeals, corporate support, individual donations, and sponsorships
- Provide appropriate infrastructure to thank donors and track donations

### **Finance and Tax**

- Direct and coordinate formulation of annual budget and revenue projections
- Develop, implement and manage budget to support activities
- Coordinate the year-end review, audit and tax filing
- Work with accountant and treasurer to provide regular budget & income reports to board

### **Personnel/Volunteer Management**

- Plan, develop and monitor internal Human Relations Policies and Procedures
- Interview, hire, train, direct, and support staff
- Perform performance reviews for staff
- Recommend staff compensation to the board
- Implement and oversee a process for identifying volunteer needs, recruitment, orientation and utilization of volunteer support.
- Maintain and develop a volunteer base to support the activities of the organization

### **JOB REQUIREMENTS**

- Implement the strategic goals and objectives of OAR and provide leadership toward the achievement of the organization's philosophy, mission and annual goals, objectives and growth
- Must have a vision for growing the capacity of OAR
- Develop and maintain donor base, particularly principal donors
- Create projected annual budget and manage
- Communicate with the public on a daily basis in a professional manner
- Provide Executive Level leadership of staff and volunteers
- Promote development of staff skills
- Report to the Board monthly regarding fiscal and operations status of OAR
- Maintain responsibility for the overall welfare of the organization on a day-to-day basis

### **WORK ENVIRONMENT:**

The offices and operations can be very busy at times. This organization needs a leader with a dynamic personality, self-confidence and great people skills. All of our work is performed by teams. The director needs to maintain the culture of goal-oriented teamwork. The schedule can change and may require weekend or evening hours to complete the job. Candidate must be flexible with schedule changes.