

Chatham Animal Rescue & Education
Executive Director Job Description



Title: CARE Executive Director

Reports to: CARE President of the Board of Directors

About CARE

The mission of Chatham Animal Rescue & Education (CARE) is to promote the health and safety of all dogs and cats in Chatham County, NC. CARE foster caregivers provide loving, stable homes to homeless cats and dogs, helping them become the best possible pets for their future forever families. CARE works with the Chatham County Animal Shelter to save the lives of unwanted cats and dogs, manages feral cat colonies, and serves as an educational resource. CARE's Lillie's Fund is a targeted spay/neuter program, subsidizing sterilization surgeries for pets owned by lower income families in Chatham County. CARE is a nonprofit animal welfare organization that has served the community since 1975 and relies on individual and corporate donors for support.

Position Overview

CARE is seeking a dynamic and visionary Executive Director to lead the organization through our next phase of development in preparation for continued growth in Chatham County. The Executive Director will operate as the public face of CARE, acting as a liaison and educator to differing populations across the county, including individuals and government organizations. Experience in community outreach, development of donor relationships, and event management is vital. The Executive Director will interact with all CARE committees and an established volunteer base, and thus must have strong verbal and written communication skills, be personable and diplomatic, and be a team player. This is a full-time, exempt position.

Essential Duties and Responsibilities:

Leadership

- Serves as an effective advocate for animal protection and care; ensures the CARE mission, programs, and services are always presented with a strong, positive image
- Achieves CARE's mission by managing the consistent and timely progress of the organization's strategic plan
- Expands awareness with all county communities and the public; networks with the school district, partners, veterinarians, civic groups, and animal rescue groups to build coalitions
- Develops and implements goals, objectives and priorities for CARE programs such as adoption, foster, spay/neuter, and volunteer groups
- Models passion and high standards to inspire all CARE staff and volunteers
- Maintains a workable knowledge of significant developments and trends in the field of animal rescue

Management/Operations

- Documents and maintains compliance according to local ordinances and other applicable regulations
- Prioritizes work of CARE staff and volunteers while ensuring all processes, policies, and procedures are followed
- Coordinates various events and activities of the organization
- Ensures discretion and confidentiality where appropriate
- Provides and promotes quality customer service
- Oversees the operations (finance, HR, etc.) including the hiring, management, evaluation, and discharge of all vendors and independent contractors to ensure completion and quality of work within budget
- Manages database and identifies hardware and software needs
- Maintains office files in such a way as to ensure that a designee can find necessary documents/items and/or fulfill your responsibilities in your absence

CARE is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.

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Fundraising/Marketing

- Offers new ideas for fundraising opportunities such as the use of online fundraising platforms
- Creates and coordinates annual and long-term fundraising development plans to meet financial goals
- May serve as an official CARE spokesperson
- Builds the CARE brand and marketing program to promote awareness across the community
- Improves and manages the website and expansion of social media use
- Prepares for PR challenges pre-emptively and responds to any PR threats
- Oversees the online gift shop including stock management and timely order fulfillment

Volunteers

- Builds positive volunteer relations with support of the current volunteers and expansion of the volunteer base
- Provides management to volunteers by ensuring adherence to policies and procedures while managing conflicts in a professional and ethical manner
- Encourages personal and professional growth through communication and coaching efforts

Finance

- Works with the Treasurer to prepare annual budgets for Board approval
- Manages agency accounts and funds
- Manages and accounts for restricted funds
- Assists in audit/review preparation
- Effectively and efficiently uses resources of every type

Qualifications

- High school diploma required, bachelor's degree preferred
- Three or more years management experience required
- Nonprofit experience preferred
- Passion for animal rescue and care, with animal rescue and/or sheltering experience preferred
- Knowledge and experience fundraising and working with donors required
- General computer proficiency
- Strong interpersonal and written communication skills
- Bilingual in Spanish is a plus
- Entrepreneurial with the ability to take initiative and work independently while remaining open to ideas of others as a team player
- Ability to be flexible and adaptable and interact with a diverse volunteer base
- Attention to detail
- Professional work habits and able to work independently

Additional Requirements

- NC Driver's License, proof of auto insurance, and a vehicle OR other readily available transportation
- Ability to pass a criminal history check
- 3 business references

Work Environment

- Primarily indoor office environment; some outdoor activities; some activities at other venues of any variety
- Exposure to companion animals, with fur, dander, and waste
- Requires some work on weekends and evenings
- Exposure to humidity, adverse/hot/cold weather during outdoor activities/events

How to Apply: Interested applicants should email cover letter along with current resume **no later than 10 Sept 2018** to careEDsearch@gmail.com.