



## Executive Director Job Posting

### Position Summary:

- Responsible for providing expertise, management skills, and leadership in the implementation of Berea Animal Rescue Friends (ARF) policies and programs, and to further the mission of ARF within the limits of the articles of incorporation, by-laws, and policies established by the Board of Directors.
- Primary responsibilities include budgeting and financial management, staff direction and development, collaboration with other agencies, strategic planning, fundraising and development.

### Essential Duties and Responsibilities:

- Responsible for oversight of all day-to-day shelter operations.
- Ensure the well-being and humane treatment of all shelter animals, and maintenance of high program/facility standards established by the Board of Directors.
- Supervise key managers/functional leads. Assures managers'/functional leads' annual goals are defined on track for timely completion. Conduct annual performance reviews for managers and functional leads.
- Drive the organization's fundraising and overall (individual and corporate) donor development programs and conduct extensive and sustained community outreach.
- Collaborate with the Board to develop or recommend appropriate policies for its consideration, including consistent implementation responsibility for all approved policies.
- Drive sustainable financial performance. Work with staff, the finance committee, and the Board in preparing a budget and proactively ensure that the organization operates within annual budget guidelines.
- In close collaboration with the Board and committee chairs, develop new cost-neutral programs and services, as necessary, to meet the goals and objectives of ARF and increase awareness of ARF's mission and services.
- Serve as liaison between the Board and the public, and between the Board and other agencies or organizations.
- Develop long-range plans and strategies in accordance with Board objectives.

- Organize and execute outreach/awareness efforts – including publication of an annual impact report and an editorial calendar of shelter activities and events to capitalize on internal/external triggers – to help drive shelter objectives, initiatives, and ensure a diverse revenue stream. Create regular cadence of content for stakeholder groups focused on the same.
- Cultivate relationships with financial supporters and foster collaborations with constituent groups.
- Plan, implement and evaluate all annual, major, planned and capital giving programs.
- Conduct extensive and sustained community outreach and drive individual and corporate donor and fund development programs.
- Oversee the development of awareness and public relations strategies – including seeking out public speaking opportunities, along with print, electronic, and social media opportunities -- to advance the mission, vision, brand, and program/financial goals of ARF.
- Other duties as assigned.

### **Qualifications:**

- 5-7 years of prior successful work experience in management, administration, marketing, fundraising, or related fields.
- 3-5 years supervisory experience required.
- Prior experience working with non-profits strongly preferred.
- Demonstrated passion and working knowledge of programs and issues in the animal welfare field, preferred.
- BA/BS in business-related field preferred.
- Strong problem solving, analytical aptitude. A self-starter with a bias for action and decision-making skills.
- Exceptional project management skills. Adept at managing complexity, fluidity, and ambiguity while maintaining professional poise and delivering on commitments.
- Ability to work well with community leaders, the veterinary community, animal welfare advocates, donors (individual and corporate), government officials, animal control personnel, media, staff, volunteers, Board of Directors, society members, and other key stakeholders to promote animal welfare. Able to convey credibility and confidence with stakeholders via actions and words.
- Proficient in financial data analysis and reporting.
- Demonstrated ability to lead through change.
- Exceptional written, oral, interpersonal, and presentation skills. The ability to effectively interface internally and externally. Emotional Intelligence proficiency is a must.
- Proficiency in use of software applications (Microsoft Office suite, donor management software).

- High level of accuracy and attention to detail.

### **Essential Physical Demands and Working Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

- Ability to work in close proximity to animals.
- While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, reach, stoop, kneel, and use hands and fingers to operate a computer, keyboard and telephone.
- Specific vision abilities required by this job include close vision requirements due to computer work.
- Light to moderate lifting is required, up to 25 pounds.
- Regular, predictable attendance is required.
- Moderate noise (i.e., business office with computers, phone, and printers, light traffic).
- Ability to work in a confined area.
- Ability to sit at a computer terminal for an extended period of time.
- Work environment is stressful at times. Irregular hours, including evening and weekend meetings are a normal part of the job.

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

**REPORTS TO AND EVALUATED BY: Board of Directors**

**Interested candidates may apply online:**

[Click here to apply through Indeed](#)