



# Executive Director

---

**SUMMARY:** The Animal Shelter Assistance Program (ASAP Cats) 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, adoption and foster services, socialization and behavioral support, education, and community outreach. The **Executive Director** is responsible for managing and developing the organization, which includes paid staff of 8 full-time employees (not including the Executive Director) and 1 part-time employee, 150+ volunteers, including some in management/leadership roles, and oversight of an approximately \$1.1 million annual budget. The position will provide leadership and oversight, including the areas of animal welfare and advocacy, community relations, outreach and education, fundraising, marketing, human resources, mentoring and supervision, and budget oversight.

The ideal candidate will lead ASAP Cats with passion, emotional intelligence, teamwork, strategic thinking and executional excellence, inspiring a culture that promotes our core mission and takes ASAP Cats to its next level of program excellence, resource development, and exceptional service to stakeholders. We seek an experienced leader, relationship builder, and manager. Crucial skills include a knowledge of and commitment to accepted shelter animal care standards; fundraising experience; and the ability to work collaboratively and communicate effectively with a variety of audiences and stakeholders in the common pursuit of the ASAP Cats mission. An understanding of basic business principles and executive leadership, including the capacity to work with the Board of Directors to develop and execute a strategic plan, management and mentoring of staff, and a background of budget development and oversight, is necessary.

The Executive Director is responsible for the oversight, program development, and accountability for best practices over all operational areas of a full-service cat shelter, including intake, behavior, veterinary, animal care, foster care, adoptions, volunteer policies and procedures, facilities, and partnerships with other animal welfare organizations to provide the necessary infrastructure to achieve ASAP Cats' mission. The Executive Director provides high level coordination across all program service areas to ensure a quality of care and service in alignment with the ASAP Cats mission.

The Executive Director is responsible for effectively representing ASAP Cats, its mission and program needs, to individuals, private foundations, government leaders and the media. The position will provide oversight of ASAP Cats development and marketing activities to raise awareness and support for its programs and 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, a demonstrated success in grant writing is required.

**Reports To/Direct Supervision Of:** The **Executive Director** reports directly to ASAP Cats' Board of Directors and provides direct supervision to the following positions:

Development Director  
Marketing Director  
Shelter Operations Supervisor  
Wellness & Facilities Supervisor  
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.
- Implement the strategic goals and objectives of the organization and provide support while working collaboratively toward the achievement of the organization's mission, ensuring alignment, teamwork, focus and results.
- Create and nurture a collaborative, high performance culture.
- Provide oversight and leadership to develop and implement all aspects of fundraising, including donor cultivation, events, grant writing, donor newsletter, direct solicitation, and special campaigns.
- Direct ASAP Cat'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, other animal welfare organizations, and other stakeholders.
- Promote development of staff skills.
- Provide executive guidance and leadership to develop and document appropriate standards of procedure for all core functions of the organization.

### **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:** A Bachelor's Degree from a four-year college or university is preferred; applicants with commensurate relevant experience will be considered.

### **EXPERIENCE, ABILITIES, AND QUALITIES REQUIRED:**

- Passion for ASAP Cat's mission.
- 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.
- Minimum of 3 years of financial/budget experience, as well as demonstrated accomplishments in fundraising, including gifts from individual donors, foundations, and corporations.
- Demonstrated experience in organizational development, change management, and staff mentoring.
- Demonstrated record of successful grant management and writing experience.



## ASAP Position Description

- Proven ability to work with, evaluate, coach, and supervise staff and volunteers. Experience developing staff and volunteers 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, collaborative, and inclusive leadership with open communication to harmonize staff, the Board, volunteers, 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, google documents/forms, databases; understanding of web based applications and their utilizations, as well as experience with shelter data software and record keeping.
- Ability to work independently with managers, staff, and volunteers in order to accomplish daily tasks as well as execute strategic plans, and to support 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 friendly, 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.

**SALARY RANGE:** \$100,000 -\$130,000, DOE

**BENEFITS:** Benefits include employer sponsored medical, dental, vision, life insurance, and a retirement plan match. Also included are paid-time-off and holidays.

**TO APPLY:** Submit a **cover letter** and resume to [employment@asapcats.org](mailto:employment@asapcats.org). No phone calls.