



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, behavioral support, adoption and foster services, education, and community outreach. The **Executive Director** is responsible for managing and developing the organization, which includes paid staff of 8 full-time employees and 1 part-time employee, 150+ volunteers, including some in management/leadership roles, and oversight of an approximately \$1.3 million annual budget.

The ideal candidate is an experienced leader, relationship builder, and manager. Crucial skills include leadership experience; knowledge of and commitment to accepted shelter animal care standards; fundraising experience; the capacity to work with the Board of Directors to develop and execute a strategic plan; emotional intelligence; and the ability to communicate effectively with a variety of audiences and stakeholders. An understanding of basic business principles, including a background of good budget management, 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, animal care, foster care, adoptions, volunteer policies and procedures, and partnerships with other animal welfare organizations to provide the necessary infrastructure to achieve ASAP's mission. The Executive Director provides high level coordination across all program service areas to provide a quality of care and service that matches the ASAP Cats mission.

The shelter receives 75% of its funding from individuals and businesses in the local community, and the Executive Director is an important liaison in our effort 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, demonstrated success in grant writing is required.

The intent of this job description is to provide a representation of the level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities. Employees may be directed to perform job-related tasks other than those specifically presented in this description.

REPORTS TO: Board of Directors

PROVIDES DIRECT SUPERVISION TO:

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.
- 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.

ANIMAL WELFARE AND ADVOCACY (In conjunction with the Shelter Operations Supervisor, the Wellness & Facilities Supervisor, and Volunteer Management):

- Monitor animal welfare issues and ensure compliance with all applicable laws and regulations.
- Network with other local animal shelters, animal welfare groups, and rescue groups to build coalitions.
- Lead the development and implementation of programs and services that meet community needs, advance the mission and vision of ASAP, and "brand" ASAP as a leader in humane education, advocacy, and animal welfare.

COMMUNITY RELATIONS:

- Represent ASAP Cats as the chief spokesperson and effectively represent its goals and mission to individuals, private foundations, government leaders, and the media.
- Develop and maintain community contacts with government officials and collaborate as necessary to promote animal welfare initiatives.
- Identify networking opportunities and attend these events with Board members.
- Develop public speaking opportunities and cultivate relationships (local service clubs, local businesses in our community).

FINANCIAL (In conjunction with the Business & Human Resources Manager) :

- Ensure sufficient annual operating revenue is available and that development evolves to support needed growth.
- Provide oversight for various accounting functions, including payroll, payables, and budgeting.



- Accomplish financial objectives by overseeing forecasting, the preparation of an annual budget, analysis of variances, and corrective actions if needed.
- Provide oversight and guidance for the development, implementation, and maintenance of sound financial practices.

FUNDRAISING, PUBLICITY, & MARKETING (In conjunction with the Development Director and the Marketing Director):

- Secure new donors and continue to cultivate and nurture existing relationships with donors including individuals, foundations, and corporations.
- Develop, implement, and oversee fundraising projects (special events, direct solicitations, planned giving, social media, crowdfunding, and capital campaigns).
- Provide oversight and assume responsibility for a comprehensive grant program, including writing/editing proposals, reporting results, identifying new sources of funds, complying with all funding requirements, and monitoring and meeting key deadlines.
- Supervise and support development of the donor newsletter, including identifying content, writing compelling stories to connect to donors, and providing editorial/layout guidance.
- Coordinate fundraising efforts of the Board to maximize impact and effectiveness.
- Publish annual report that highlights key accomplishments and programs and reports annual statistics.
- Provide coordination and oversight for key annual fundraising event—The Bash—hosts 400+ guests and raises over \$125K in net proceeds annually.
- Provide oversight and direction for all communications representing the organization.
- Develop and implement marketing and communications strategies to ensure our mission, programs, and services are consistently presented with a strong, positive image and consistent branding.

HUMAN RESOURCES (In conjunction with the Business & Human Resources Manager):

- Further develop and nurture a collaborative and high-performance culture for staff, aligned with organizational values.
- Provide oversight to ensure personnel policies and procedures conform to current laws and regulations.
- Provide oversight and direction to develop and implement procedures to ensure good management and administration practices in all areas, including recruitment and orientation, hiring and termination, training, health and safety standards, setting work schedules, clear job descriptions, and regular performance evaluations for staff and key volunteer leadership.
- Oversee and ensure an environment in which volunteers feel welcome and are given constructive feedback when working in the animal areas, and in administrative and fundraising/marketing areas.
- Ensure staff and volunteers understand the vision and direction of the shelter and maintain the highest professional standard and practices.

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:

- 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 record of successful grant writing experience.
- 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: \$95,000 - \$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. No phone calls.