



**CAMANO ANIMAL SHELTER ASSOCIATION
EXECUTIVE DIRECTOR
JOB DESCRIPTION**

PRIMARY JOB PURPOSE

The Camano Animal Shelter Association (CASA) is dedicated to bringing together animals in need and caring people, forever enriching their lives. The Executive Director will be a dynamic leader and spokesperson to safeguard and carry the mission of CASA to the community. The Executive Director will ensure the successful and effective financial and personnel management and operation of CASA. The position reports to the Board of Directors through the Executive Committee.

RESPONSIBILITIES

Development and Communications

- Articulate and promote the vision, mission, values, policies and programs of CASA
- Understand federal, state, county and local laws regarding shelter administration
- Direct all public relations, social media, marketing, fundraising and donor relations
- Act as primary media spokesperson
- Advocate and educate the public, staff, and volunteers regarding humane animal welfare practices
- Stay abreast of current animal welfare issues, changes, and innovations in the field of animal welfare
- Foster beneficial relationships with donors, partners, businesses and foundations and meet in person and remotely with current and potential donors to share the mission, philosophy, successes, and strategic plan
- Establish and maintain positive relationships with potential and existing donors, board members, volunteers, other animal welfare groups, elected officials, and the public
- Broaden CASA's base of supporters and donors by obtaining support from foundations, corporations
- Identify grants that CASA is eligible for and write successful grants

Finance

- Develop CASA's annual budget in collaboration with the Board of Directors and provide financial integrity and oversight with the Shelter Manager
- Assure continued financial stability consistent with program goals through an integrated and coordinated set of activities to ensure growth of cash reserves and program funding
- Develop and ensure internal controls are strong and adhered to
- Provide quarterly milestones and measurable outcomes of increased fundraising and program accomplishments
- In conjunction with BOD treasurer, oversee the annual financial review, and tax preparation
- Build and support CASA's donor base for anticipated capital campaign
- Uphold sound and ethical financial procedures that conform to GAAP (generally accepted accounting principles) and other procedures applicable to best practices for non-profit organizations

Operations

- Oversee all aspects of CASA shelter operations
- Ensure compliance with permitting as well as sufficient and current insurance coverage and recommend any needed changes to the BOD
- Maintain official records and documents and ensure compliance with all local, state and federal regulations related to nonprofits
- Oversee and be responsible for effective use and maintenance of all CASA property
- Serve as primary liaison to government entities for compliance issues, contract negotiations and facilities maintenance
- Attend monthly Board of Directors' meeting to share critical data, reports and apprise them of important opportunities, fundraising activities, and issues to be addressed
- Participate as ex-officio member of Board committees
- Collaborate with BOD to develop an engaged, effective, and energized BOD that is clear on duties, responsibilities and functions
- Anticipate trends and future needs for program development

Human Resources

- Apply CASA Personnel Policies and Procedures fairly to all employees of CASA
- Oversee hiring, supervising, evaluating, disciplining, training, and termination if necessary of CASA employees
- Ensure implementation of personnel training programs that help staff accomplish their goals and maintain a working environment that attracts and retains quality people
- Respond to complaints about employees, volunteers and facilities
- Ensure compliance with safety programs and regulations
- Follow BOD guidelines pertaining to grievance policies

The ideal candidate will have demonstrated skills and abilities in the following areas

PREFERRED QUALIFICATIONS and ABILITIES

- Experience in a senior leadership position in an organization of similar size or providing increasingly responsible leadership in a senior management.
- Deep passion for the values, mission and vision of CASA.
- Demonstrated experience in or knowledge of relevant issues with a particular interest focus on sheltering, animal rights and animal welfare is desired.
- A commitment to building long-term relationships that will support the companion animals of Camano Island, and the employees and volunteers who care for them.
- Demonstrated ability to develop and implement a comprehensive fundraising plan, including strong ability to develop relationships with foundations, corporations and individual donors as well as implement creative strategies for sustaining and raising new sources of earned and contributed revenue.
- Excellent financial management skills, including clear financial responsibility and authority for managing similar-sized (or larger) budgets and ability to ensure accurate financial reporting.
- Strong ability and desire to serve as staff leader and mentor; excellent supervision and staff/volunteer support skills with proven ability to work with different work styles and to facilitate clear communication and collegiality.
- Excellent oral and written communication skills
- Ability to maintain composure needed to perform as the key media and public event spokesperson.
- Exceptional creativity and strategic skills, problem-solving abilities, and proven ability to develop and implement innovative programs and strategies to promote collaboration and achieve mission.
- Able to multi-task, prioritize in line with organizational priorities, deal with a certain level of expected chaos and be able to meet deadlines
- High proficiency with computers – including: Word, Excel, Publisher, PowerPoint
- Knowledge of Google Suite, Adobe products, digital marketing tools
- Knowledge of PetPoint
- Valid driver’s license and clean driving record
- Able to work weekends, evenings, and holidays as necessary

Working Conditions: The ED will work at the shelter but may also work remotely if needed. Some weekend work will be required.

Benefits: Paid sick leave, 6 paid holidays, 2 weeks vacation.

Wages: Salaried, non-exempt \$52,000 - \$64,000.

Application Procedure: Interested candidates should submit (in electronic format):

1. a cover letter outlining interest in the position
2. a resume or curriculum vitae
3. names and contact information (name, phone number, mailing address, and email address) for three references who can speak to specific job responsibility skills.

This should be sent to careers@camanoanimalshelter.org with subject line “Executive Director”.

Screening of candidates will begin as soon as possible and will continue until the position is filled. Filling this position is the responsibility of the Board of Directors and their Search Committee.

No phone calls please.