

Executive Director Job Description

Camano Animal Shelter Association (CASA)

Position Title: Executive Director

Location: Camano Island, WA

Reports to: Board of Directors

Employment Type: Full-Time/Exempt

Position Overview:

The Executive Director (ED) of the Camano Animal Shelter Association (CASA) serves as the organization's chief executive officer, providing strategic and operational leadership to fulfill CASA's mission of uniting animals in need with caring people, forever enriching their lives. The ED must embody a servant leadership style, fostering collaboration, empowerment, and compassion while ensuring the organization operates efficiently and sustainably.

The ED working with the Shelter Manager oversees the CASA Organization and working with the Shelter Manager supports volunteers, builds strong relationships with donors and the community, and works closely with the Shelter Manager and with the Board of Directors to advance CASA's vision for animal welfare and community impact.

Key Responsibilities:

Leadership and Strategy

- Lead with a servant leadership approach, prioritizing the needs of staff, volunteers, and the community while advancing CASA's mission. Lead with emotional and social intelligence.
- Partner with the Board of Directors to develop and execute CASA's strategic goals and objectives.
- Stay informed on trends and best practices in animal welfare to ensure CASA's programs remain relevant and impactful.

Operations and Program Management

- Collaborate with the Shelter Manager, and oversee shelter operations to ensure the humane treatment and care of all animals, aligning with CASA's values and ethical standards.
- Collaborate with the Shelter Manager to develop and implement policies and procedures to maintain a safe, effective, and welcoming environment for animals, staff, volunteers, and visitors.
- Collaborate with the Shelter Manager to ensure that animal intake, care, and adoption practices meet the highest standards.

Fundraising and Financial Management

- Lead fundraising efforts, including donor cultivation, grant writing, and planning special events, to secure sustainable funding for CASA's programs.
- Collaborate with the board treasurer to develop the annual budget, ensuring fiscal responsibility and transparency.
- In collaboration with the board Treasurer, provide regular financial reports to the Board of Directors and key stakeholders.

Staff and Volunteer Management

- Foster a positive and supportive culture through servant leadership, emphasizing collaboration, professional growth, and shared success.
- Collaborate with the Shelter Manager to recruit and onboard new team members and volunteers.
- In collaboration with the Shelter Manager oversee the recruitment and retention of volunteers by providing meaningful opportunities to support CASA's work.
- In collaboration with the Shelter Manager conduct regular performance evaluations and provide ongoing feedback and development opportunities for staff and volunteers.

Community Engagement and Public Relations

- Serve as CASA's primary spokesperson and advocate, building strong relationships with donors, community members, and partner organizations.
- Oversee marketing, public relations, and outreach efforts to increase awareness of CASA's mission and programs.
- Respond to public inquiries and concerns promptly and professionally.

Compliance and Risk Management

- Ensure compliance with all applicable laws and regulations governing animal care, employment, and nonprofit operations.
- Maintain accurate records and reports for funders, government agencies, and the Board of Directors.
- Implement risk management policies to protect CASA's assets, staff, and animals.
- Ensure that the maintenance of the facility and equipment is current.
- Establish a timely maintenance process for facilities and equipment, considering the lifespan of each.

Qualifications:

Education and Experience

- Bachelor's degree in nonprofit management, business administration, animal science, or a related field (or equivalent experience).

- Minimum of 3 years of leadership experience in a nonprofit or animal welfare setting, with a demonstrated servant leadership style.
- Proven track record in fundraising, financial management, and community engagement.

Skills and Abilities

- Exceptional interpersonal, communication, and social skills, with the ability to build relationships across diverse groups.
- Strong organizational and problem-solving skills, with the ability to prioritize and manage multiple responsibilities effectively.
- Proficiency in financial management, including budgeting, forecasting, and reporting.
- Experience in animal welfare or shelter operations is highly desirable.
- Deep commitment to CASA's mission and a compassionate approach to leadership.

Other Requirements

- Ability to work flexible hours, including weekends and holidays, as needed.
- Valid driver's license and reliable transportation.

Compensation:

Salary range: \$70,000-\$85,000, commensurate with experience.