



MISSION STATEMENT: "The Stafford Animal Shelter prevents animal distress by caring for displaced animals, facilitating adoptions and reunions, minimizing pet overpopulation and pioneering humane education & community outreach."

ABOUT THE POSITION: Executive Director
Full Time with Benefits - Salary DOE

The Executive Director is responsible for coordinating and supervising all organizational employees, departments, and activities under policies set by the Board of Directors. The position is responsible to the Board of Directors.

QUALIFICATIONS

- Understanding of, and ability and willingness to uphold the mission of the Stafford Animal Shelter and its euthanasia policy.
- At least four years experience in a supervisory or equivalent management position, with experience in animal welfare preferred.
- Demonstrated experience and success in fundraising, public relations and marketing.
- Budget and financial knowledge, including basic accounting procedures. Experience in financial practice and management.
- MS Office Suite, Excel, QuickBooks, database and email competence.
- Strong interpersonal relationship skill; able to communicate clearly both verbally and in writing; a positive personality; a team player, one who empowers staff and collaborates with the Board and the community.
- Demonstrated ability to be persuasive and provide leadership to employees and the community.
- Understanding of the nature of rural Montana animal care culture.
- 2 or 4-year college degree desired

ESSENTIAL RESPONSIBILITIES

1. Personnel

- a. Oversees the hiring, supervising, evaluating, disciplining, training, development and termination of all shelter employees. Coaches and counsels staff supervisors. Develops team concept, team building and work ethic.
- b. Ensures all animal care programs are administered humanely.
- c. Maintains a working environment that encourages occupational and organizational growth. Identifies staff needs for training; develops staff for growth into future posts.

2. Fundraising

- a. Prepares annual fundraising plan with development staff, oversees implementation, and makes progress reports.
- b. Works with Board and key staff to solicit funds from individuals, businesses, corporations and foundations.
- c. Oversees planning, implantation, and evaluation of fundraising events.
- d. Fosters beneficial relationships with donors and the community. Meets with potential donors to explain the organization's mission, philosophy and programs and cultivates interactive relationships based on supporter's interests.
- e. Oversees research and preparation of grant applications and submission of reports.
- f. Maintains current and potential granter and donor lists.
- g. Oversees development of the organization's planned giving efforts.
- h. Actively participates in endowment fundraising.
- i. Develops a plan of support needed from the Board of Directors in terms of donor contacts, fundraising ideas, specific roles and/or responsibilities envisioned for the board.

3. Public Relations

- a. Represents the shelter as chief spokesperson. Seeks out and maintains community contacts with government officials, agencies, civic groups and the media.
- b. Works with key staff and the Board to develop effective community relations.

4. Budgeting

- a. Works with the Board to prepare an annual operating budget.
- b. Works closely with bookkeeper to monitor shelter finances and presents quarterly financial reports to the Board of Directors, as well as monthly cash flow analysis, outlining income and expenses.
- c. Guides development and execution of all Shelter programs and ensures their operation within the annual budget.
- d. Negotiates the Shelter's annual contracts with City and County officials. Develops and maintains working relationships with all governments within the Shelter's service area.

5. Programs

- a. Oversees development and implementation of animal welfare programs.
- b. Evaluates the effectiveness of programs and participates in problem-solving and quality improvement efforts throughout the shelter.
- c. Ensures that care and services are provided in accordance with current laws, rules, regulations and standards.
- d. Oversees programs through supervision of staff and efficient use of all resources to meet the goals and objectives of the Shelter

6. Infrastructure

- a. Ensures that equipment, building(s) and other facilities are properly maintained.

7. Long Range Planning

- a. Works with Board, staff, and relevant community partners to develop and implement long range plans, programs, strategies and funding sources in response to community needs.

- b. Assures the Shelter philosophy, mission and strategic plan are relevant and practiced throughout the organization and recognized throughout the community.
- c. Oversees endowment plan and develops growth strategies.

8. Professional Development

- a. Keeps abreast of trends and issues in the animal welfare field.
- b. Participates in professional organizations and networks with other executive directors. Develops and maintains working relationships with regional animal care organizations.

9. Relationship with the Stafford Animal Shelter Board of Directors

- a. Serves as liaison between the board and staff.
- b. Meets regularly with the Board to present operating reports, apprise of important issues, problems and new ideas.

The Stafford Animal Shelter believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or Stafford Animal Shelter to just the work identified. It is our expectation that each employee will offer his/her services whenever and wherever necessary to ensure the success of our endeavors.

Additional Responsibilities as directed by the Board of Directors of Stafford Animal Shelter.

TO APPLY

Interested individuals should email a cover letter addressing experience with the above job requirements, resume and three professional references to Board President Sue Dailey: sdailey8469@gmail.com or mail to Sue Dailey-Board of Directors at Stafford Animal Shelter – 3 Business Park Road, Livingston, MT 59047.

Position is open until filled.