

Brazos Animal Shelter  
Executive Director  
Job Description

Classification: Exempt

Accountability: Board of Directors

Pay range: commensurate with experience

#### Summary

The Executive Director will provide proactive leadership and direction to the organization and is responsible for the Shelter's mission, operation, planning, personnel, and fiscal management. This includes, but is not limited to, fund raising, grant development, development and implementation of shelter policies and procedures to assure compliance with all laws, regulations, and standards of care in shelter operations, and program development and implementation. The Executive Director will maintain positive relationships with a variety of stakeholders. The Executive Director will be committed to the issues of animal welfare and promote responsible pet ownership. (The successful candidate does not have to have management experience of an animal shelter or other animal control facility.)

#### Duties and Responsibilities

##### 1. General Management

- a. Develop, implement, and review long range/strategic planning and policies
- b. Recruit, hire, train, and lead management personnel to implement plans, goals, policies, and objectives of the shelter
- c. Stay abreast of current animal welfare issues, state and local laws, and sheltering standards
- d. Monitor, evaluate, and improve services provided by the Shelter
- e. Coordinate the construction and facility improvement efforts
- f. Strengthen the infrastructure and environment
- g. Ensure animal care programs are administered humanely
- h. Attend pertinent workshops and maintain membership in professional organizations
- i. Work with the local emergency management personnel to coordinate, plan, and implement sheltering operations for animals evacuated in disasters.

##### 2. Financial Management

- a. Administer the budget, approve expenditures, oversee revenue, and maintain records using generally accepted accounting principles for non-profit corporations
- b. Prepare the annual budget and monitor the financial situation of the Brazos Animal Shelter
- c. Sign contracts and other business transactions
- d. Maintain records of Shelter assets
- e. Transfer stocks, bonds, and other funds for operations, expenses, and other transactions
- f. Serve as conservator or executor on estates
- g. Recommend sale or purchase of real property and other items, as appropriate

##### 3. Fund Raising and Public Relations

- a. Represent the Board and Shelter to contributors, patrons, media, partners, and the general community to communicate the goals, plans, and needs of the Shelter
- b. Respond to emotionally charged situations with professionalism and sensitivity

- c. Communicate with contract partners and government officials on a regular basis
  - d. Represent the Shelter as chief spokesperson through presentations, interviews, and written material
  - e. Respond to concerns about the Shelter's position on public issues
  - f. Increase visibility and awareness of Shelter programs and services
  - g. Actively oversee fund raising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals, and administering fund raising records and documentation
  - h. Cultivate new donors to and partnerships with the Shelter
4. Relations with the Board of Directors
- a. Prepare agendas, reports, information and recommendations to the Board of Directors for meetings, committee meetings, and presentations
  - b. Attend Board meetings and committee meetings, as applicable, in an advisory capacity
  - c. Implement Board policies and decisions
  - d. Enhance Board/staff interactions
  - e. Proactively communicate with the Board on sensitive issues

General Qualifications and Skills:

- College degree
- Minimum of five years of management experience, preferably including experience with a humane society or other animal issues organization, financial responsibility, human resources, operations, and board relations
- Superior financial management skills
- Experience in fund raising
- Excellent oral and written communication skills (presentations, public speaking, grant writing, reports, etc.)
- Action-oriented visionary who implements best practices and strives for continuous improvement
- Ability to make difficult decisions in a rapidly changing environment
- Innovative leader who can motivate and inspire people, while holding them accountable
- Skill in translating plans into action, guiding staff and volunteers toward common objectives
- Solid judgment, politically astute, critical thinker who considers consequences of decisions
- Ability to develop partnerships and be a team player
- Knowledge of Microsoft Office products and ability to learn other computer systems

Physical demands:

- Some early morning, evening, and weekend work required.
- May require lifting animals and equipment over 30 pounds
- Work is primarily in an office setting, but will also be outdoors and in kennel areas
- May involve exposure to sick or dangerous animals