Organization’s Logo

**Organization Name**

**Chief Executive Officer OR**

**Executive Director**

This is a unique opportunity to lead the premier animal welfare organization in [Area or Region’s Name] and the expansion of our lifesaving vision for the animals. You will work closely with a well-connected and committed Board of Directors, a skilled and experienced team of staff, and a dedicated group of volunteers in a very civic-minded and engaged community.

If you have a passion for lifesaving and a track record of successful leadership we invite you to apply for the role of [Role Name (abbreviation)] of [Organization’s Name (abbreviation)]. *Note – from this point forward the abbreviation for the title and organization’s name may be used in this documents.*

**Qualifications and Duties**

The [Role Name] of [Organization’s Name] is responsible for overseeing the organization's consistent achievement of its vision, mission, and financial objectives. The [Role Name] is also responsible for planning, organizing, and supervising all aspects of [Organization’s Name] operations (including \_\_\_ locations in \_\_\_\_\_ and \_\_\_\_\_\_, [State], directing the development and implementation of a strategic plan for the long-term growth and success of the agency, and ensuring quality animal care while sustaining high communitywide rates of lifesaving.

The ideal candidate for the [Role] of [Organization’s Name] will have:

* Passion for and a deep commitment to the mission of [Organization’s Name].
* Substantial experience that includes demonstrated past successes in leadership and fundraising.

Important areas of demonstrated past experiences and skills include:

* Leadership of organizations in the non-profit or for-profit business sector with demonstrated success in establishing and achieving goals
* Fundraising experience
* Community engagement and marketing experience
* Effectively working with boards of directors
* Community and government relations experience that demonstrated success in interfacing with officials, government bodies, and citizens within different communities
* Excellent communication skills; able to speak to a variety of audiences
* Strong organizational skills that ensure smooth operations
* Management experience both with staff and budgets of equivalent size and complexity
* Desire and ability to absorb and apply new information including a solid commitment to keeping up with the latest industry best practices
* Animal shelter experience is a plus but not a requirement. Those with shelter experience should demonstrate a solid track record of lifesaving.

Successful candidates must be willing to:

* Make a minimum three-year commitment to [Organization’s Name]
* Relocate to the [City, State], area

**Responsibilities**

* Animal Care Standards: Overseeing the care for all animals that come under the protection of [Organization’s Name] and ensuring their humane treatment. This includes implementing short- and long-term strategies which responsibly reduce admissions, increase adoptions, improve animal care, provide enrichment and medical rehabilitation, encourage spaying and neutering, help pets stay with their responsible caregivers, and enforce animal cruelty laws.
* Program Development: The planning, execution, and evaluation of programs providing animal care services to the general public and other animal welfare agencies as well as adoptions, outreach, and animal welfare education. Assuring that the organization has a long-range strategy which achieves its mission and toward which the programs make consistent and timely progress.
* Community and Government Relations: Working with government agencies, officials, and staff in the two communities where [Organization’s Name] has a strong presence ([Specify Counties or Communities}. Managing and negotiating contracts. Working with the [State] State Legislature on animal-related legislation.
* Communications: Overseeing marketing and publicity for the organization’s activities, programs, and goals. Working with local businesses, community groups, other animal welfare and non-profit organizations, the news media and the general public to convey the mission and work of [Organization’s Name] and to develop and implement collaborative programs and services, and raise alternative sources of funding to aid in overall [Organization’s Name] goals.
* Development: Creating a comprehensive development plan and effectively executing it to ensure adequate resources for the work of [Organization’s Name]. Overseeing all development and fundraising efforts.
* Staff Management and Development: Maintaining a climate which attracts, retains, and motivates a diverse staff of top quality people who support and promote the mission and goals of the agency. Overseeing human resources (both paid staff and volunteers) including recruitment, employment, direction, management, and release of all personnel. Ensuring that job descriptions are maintained, that regular performance evaluations are conducted, that motivation systems are utilized, and that sound human resource practices are in place that abide by local, state, and federal law.
* Budget and Finance: Developing and maintaining sound financial practices including the preparation of financial reports, budgets, and summaries, submitting budgets for approval, and monitoring compliance of expenditures within approved budgetary constraints.
* Compliance with Laws, Regulations, Policies, and Guidelines: Understanding and ensuring operational compliance with current federal, state, county, and local laws, regulations, and guidelines that affect operations. Overseeing record-keeping practices for legally compliant animal tracking and veterinary care, adoptions, staff personnel files, budgetary accountability, and all other functions. Maintain official records and documents.

**Requirements**

* Education: Bachelor’s degree is strongly preferred.
* Experience: Minimum of five years experience in a senior leadership position with strong and transferrable skills.
* Location: Residence in or relocation to the Reno/Sparks area of Nevada.
* Ability to work with and around animals: This includes working with and around diseased, injured and/or fractious animals, loud noises, chlorine and other chemicals, and inclement weather. Allergic conditions which would be aggravated when handling or working with animals may be a disqualification.
* Time commitment: A minimum commitment of three years to [Organization’s Name]
* Valid Nevada drivers license: Attaining (or possession of) a valid [State] Driver’s License within 20 days of start of employment is a requirement for continued employment and will be verified. Maintaining a satisfactory driving record and valid [State] drivers license are an ongoing conditions of employment.

**Nature of Employment**

The CEO reports to the President of the Board of Directors. It is an exempt position, which requires a minimum of 8 hours per day, 40 hours per week and may include weekend, night and holiday work. There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of [Organization’s Name] that employment for this position is at will, which means that employment is for no specified term and the employee or the agency may terminate that employment at any time without cause.

**Compensation**

The salary range is $\_\_\_\_\_\_ to $\_\_\_\_\_\_ plus substantial bonus for achieving goals. Starting salary dependent upon experience. Benefits, including relocation costs if needed, are negotiable.

**How to Apply**

E-mail your one-page cover letter and resume to: The [Organization’s Name] Search Committee c/o [Person’s name and or other specific information] at [e-mail address]. Acknowledgement will be e-mailed upon receipt of your cover letter and resume.

**Closing date:** Applications will be reviewed as they are received. Applications received after [Closing Date] will not be considered.

**About [Organization’s Name]**

[Organization’s Name] is a non-profit organization incorporated [or founded] in [19\_\_]. It was. . . [Provide background or historical information about the organization].

[Organization’s Name] firmly believes that. . . [Share information about the core values and mission of the organization].

Today, [Organization’s Name] primarily focuses on. . . [provide information about current areas of focus/work of the organization, including programs and services as appropriate, and any other major recent milestones, such as the construction of a new facility, adoption of lifesaving or no-kill goals, expansion of services, specific statistical successes, etc.].

**About the Community**

[Organization’s Name] is located in [City, State}, [*Slogan for city or area if appropriate*]. [Describe the city/community – often the convention and visitors bureau has language that may work for this section of the document – note nearby attractions, interesting or common local activities/recreational opportunities,. Mention any recognitions or positive rankings the community may have received. Reference positive economic development projections.]

*INSERT APPEALING PHOTOS OF THE AREA*



*INSERT TEMPERATURE RANGE CHART*

[Summarize the local climate.]