

Executive Director

Job Description



Position Description

The Executive Director of Homeward Bound Cat Adoptions (Homeward Bound) is responsible for overseeing the organization's consistent achievement of its vision, mission, and financial objectives. This includes taking responsibility for planning, organizing, and supervising all aspects of Homeward Bound operations, overseeing the development and implementation of a strategic plan for the long-term growth and success of the organization, and ensuring high-quality animal care while increasing pet adoptions and spay/neuter for cats. This position requires a strong focus on development/fundraising objectives to achieve the organization's lifesaving goals for cats and to ensure the organization's sustainability. The Executive Director reports to the Board of Directors.

Job Responsibilities

The Executive Director's responsibilities include, but are not limited to, the following.

Leadership:

- Foster a culture of commitment to the cause and vision of the organization.
- Lead the refinement and achievement of the organization's long-range strategy to achieve its mission and ensure that it makes consistent and timely progress.
- Work in partnership with the board of directors to ensure that board member experience and resources are leveraged for the organization.

Management:

- Analyze plans/data and make appropriate adjustments to processes, programs, and plans to achieve organizational goals.
- Develop and maintain 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.
- Oversee human resources including recruiting, onboarding, training, providing direction, management, and when necessary, the release of personnel.
- Understand and ensure operational compliance with current federal, state, county, and local laws, regulations, and guidelines.

Development/Fundraising:

- Create and implement a comprehensive development plan to ensure adequate resources for the organization, including specific goals for donor cultivation, direct mail, online giving, major gifts, corporate sponsorships, planned giving, grants, and other fundraising strategies.
- Ensure the accurate maintenance of donor records and create/execute plans to build the donor database.
- Plan and engage in community outreach activities to build awareness and support.

Communications/Marketing:

- Oversee marketing and publicity for the organization's activities, programs, and goals.
- Create and execute a comprehensive marketing and communication plan.
- Function as the spokesperson for the organization.

- Work with local businesses, community groups, other animal welfare and non-profit organizations, the news media, and the general public to convey the organization's mission and work and develop collaborative programs and services.

Program Development:

- Implement short- and long-term strategies that responsibly reduce admissions, increase adoptions, improve animal care, provide behavior and medical rehabilitation, encourage spaying and neutering, and help pets stay with their responsible caretakers.
- Plan, organize, coordinate, review, evaluate, and direct the implementation of specific programs providing animal care and community services to the general public and other animal welfare agencies.

Operations:

- Oversee the Operations Manager who is responsible for the admissions, humane treatment and quality care of cats, increasing adoptions, enrichment, and medical rehabilitation of cats when appropriate.
- Provide strategic guidance to ensure that the operations meet the goals of the organization.

Qualifications

- Leadership/management of organizations in the nonprofit or for-profit business sector with success in establishing and achieving goals (minimum of five years preferred).
- Staff and project management success.
- Nonprofit development/fundraising experience.
- Community engagement, communications, and marketing experience.
- Proven success in working with boards of directors.
- Excellent communication skills; able to speak to a variety of audiences.
- Strong organizational skills that ensure smooth operations.
- Animal sheltering and/or lifesaving program experience is a strong plus.
- Bachelor's degree strongly preferred.
- Residence in or relocation to the greater Las Vegas area.
- Ability to work with animals of unknown disposition and those who may exhibit medical and behavioral problems.
- Valid Nevada driver's license or the ability to obtain a driver's license shortly after employment commences.

Knowledge, Skills, and Abilities

- Commitment to animal welfare—Affection for all animals and concern for their welfare and willingness to accommodate animals in the workplace.
- Desire and ability to absorb and apply new information including a commitment to keeping up with the latest animal welfare best practices.
- Self-directed, works well with minimal supervision and direction.
- Ability to work collaboratively and create productive teams.
- Sound judgment—Maturity, good judgment, and a professional personal appearance.
- Strong interpersonal skills—Outgoing, personable, professional, and able to get along well and communicate successfully with a variety of people. Able to remain pleasant and calm even in stressful situations and to turn people down, firmly, when necessary without becoming aggressive or unpleasant.

- Excellent written communication skills.
- Able to set goals for, plan, and carry out projects.
- Strong problem-solving skills; able to find ways to make things work.
- Strong decision-making and implementation skills.
- Ability to manage multiple tasks and embrace change.
- Comfortable and proficient with computer technology, including Windows, Word, and Excel. Ease in working with databases.
- High level of accuracy with data; able to follow through and meet deadlines.

Physical Requirements

- Physical ability to walk and/or stand on your feet throughout a normal workday.
- Physical ability to engage in repetitive motions of legs, arms, and hands, to hear, and to see.
- This is largely a sedentary role; however, it could require the ability to lift and move objects up to 20 pounds and bend or stand, as necessary.
- Allergic conditions, which would be aggravated when handling or working around animals, may be a disqualification.

Nature of Employment

The Executive Director reports to the Board of Directors with the chief liaison being the President of the Board of Directors. The Executive Director role 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. The ability to be on call for emergencies on a 24-hour basis is important.

There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of Homeward Bound that all employment is at will.

Compensation

The annual salary range is \$65,000 - \$75,000. Starting salary is dependent upon experience. Benefits and relocation costs, if needed, are negotiable.

How to Apply

Email your one-page cover letter and resume to: The Homeward Bound Search Committee c/o Diane Blankenburg of Humane Network at info@humanenetwork.org. Acknowledgement will be emailed upon receipt of your cover letter and resume.

Closing Date

Applications will be reviewed as they are received.

About Homeward Bound

Founded in 2007, Homeward Bound is a nonprofit cat rescue organization working to save the lives of homeless cats in Southern Nevada and provide a humane recourse for people in distress who are no longer able to care for their cats. The organization achieves its mission through adoption, foster, and help desk information services, as well as public relations, community outreach, and cooperation with other animal welfare organizations.

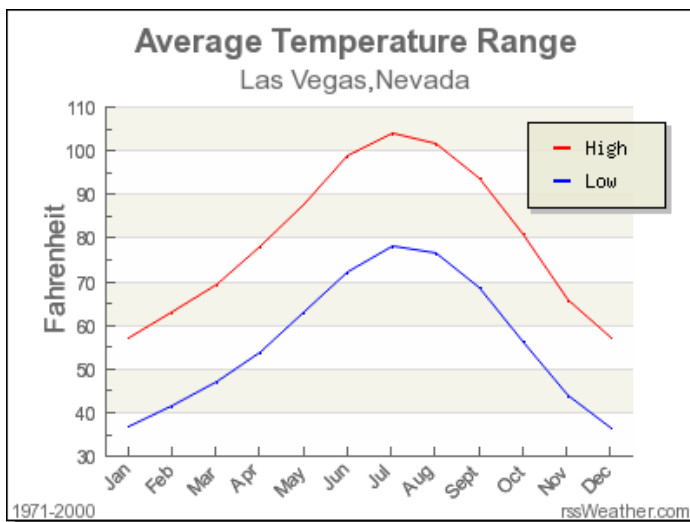
Homeward Bound respects and values the life of every cat, and strives to enrich the lives of its volunteers, employees, and visitors by providing a quality workplace, up-to-date humane education, and compassionate care for our cats. The organization maintains a modern, free-roaming adoption center designed to minimize the stress experienced by homeless cats and make it easier for them to find loving families. More information about Homeward Bound's vision, goals, and programs can be found at this link: <https://www.homewardboundcats.org/about-us>.

About the Community

Homeward Bound is located in sunny Las Vegas, Nevada, *The Entertainment Capitol of the World*. A world-class tourist and convention destination, Las Vegas is home to more five-star hotels than any other city in the world and a tremendous variety of restaurants and dining options. The city attracts countless concerts, shows, and events.

There are plenty of outdoor recreation opportunities including golfing, hiking, biking, and boating. Lake Mead, Valley of Fire State Park and Zion and Death Valley National Parks are all short drives from Las Vegas. Lake Tahoe and Reno are a short flight away. Las Vegas McCarran Airport is one of the top ten airports in the country, offering easy connections to other destinations.

Las Vegas is the county seat of Clark County and the largest city in Nevada. The community boasts a positive economic outlook. The University of Nevada, Las Vegas has become a thriving research university.



Las Vegas gets nearly 300 sunny days each year. Average high temperatures are 58 degrees in December and January (the coldest months) and 106 degrees in July (the warmest month).