

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.

Job Responsibilities

The Executive Director will lead all major aspects of the management of the various functions of the organization and is expected to:

- Perform duties in a manner which encourages attainment of goals, contributions, and positive community relations with the adoption center and the organization's programs.
- Work courteously and cooperatively with staff and volunteers to ensure that all established procedures and policies of the adoption center are followed.
- Understand and ensure operational compliance with current federal, state, county, and local laws, regulations, and guidelines that affect operations.

The Executive Director's job responsibilities will include, but are not limited to, the following duties, responsibilities, and activities which may change at any time with or without notice.

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.

General Management

- Operations: Oversee the daily operations, programs, and services of Homeward Bound. Document, periodically review and assess policies, processes, programs, and work within the organization to make needed changes that meet the needs of the animals and the community.
- Walk-throughs: Perform daily walk-throughs of the adoption center to ensure proper sanitation, care, feeding, and disposition of the animals and to ensure that animals are moving through the system and made available for adoption in a timely manner.
- Culture: Cultivate a culture of excellence, efficiency, and urgency across the organization while creating and maintaining high standards of customer service.
- Plans and goals: Manage planning and budgeting. Analyze data and make adjustments to processes and programs to achieve organizational goals.
- Record keeping: Ensure that appropriate records are accurately created, maintained, and reported during the daily operations of the organization including animal tracking

and veterinary care, adoptions, staff personnel files, budgetary accountability, donor records, and all other functions.

- Legal compliance: Follow all local, state, and federal laws with regard to animal housing, care, admission, disposition, and employee work related matters. Ensure compliance with Homeward Bound contractual agreements.

Development & Fundraising

- Create a comprehensive development plan and effectively execute it to ensure adequate resources for the work of Homeward Bound.
- Oversee and lead all development and fundraising efforts including grants, donor acquisition and cultivation, ongoing donor communications, and appropriate record keeping. Take direct responsibility for specific aspects of development.

Humane Care and Shelter for Cats in Need

- Ensure quality care and humane treatment for the cats that come under the protection of Homeward Bound and in accordance with industry best practices.
- Evaluate, develop, implement, manage, and monitor animal care and flow processes including, but not limited to, admissions, animal handling, sanitation, feeding, health care, adoptions, transfers, foster care, and euthanasia.

Program Development and Administration

- Implement short- and long-term strategies which 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.
- Lead the administration of such programs including, but not limited to, adoption center management, adoptions, fundraising, veterinary services, and animal welfare education.
- Oversee and maintain the ongoing partnerships with Petco and PetSmart to maximize adoptions and overall lifesaving.

Communications

- Work with representatives of other animal welfare organizations, non-profit organizations, businesses, and community groups to develop and implement collaborative programs and services and raise alternative sources of funding to aid in achieving Homeward Bound goals.
- Manage relationships with and provide assistance to community and volunteer groups, animal welfare organizations, and the general public.
- Assist with marketing and publicity for the organization's activities, programs, and goals.
- Work with the news media as well as online and social media to convey the mission and work of Homeward Bound in ways that encourage community support and engagement.
- Function as a spokesperson for the organization as needed.

Staff and Volunteer Development and Management

- Oversee human resources (both paid staff and volunteers) including recruiting, onboarding, training, providing direction, management, and when necessary, the release of personnel.

- Ensure that job descriptions are formulated, maintained, regular performance evaluations are conducted, motivational systems are utilized, and sound human resource practices are in place and comply with local, state, and federal law.
- Oversee and grow the volunteer program that includes foster care. Homeward Bound is a mostly volunteer run organization so volunteers perform critical roles.
- Staff, lead, and manage volunteers regarding development, customer service, and operating procedures in a positive and effective way to achieve the organization's goals.
- Maintain 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.

Budget and Finance Development

- 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.
- Monitor compliance using sound financial practices.

Knowledge, Skills, and Abilities

- Sound judgment: Maturity, good judgment, and a professional personal appearance.
- Commitment to animal welfare: Affection for all animals and concern for their welfare and a willingness to accommodate animals in the workplace.
- 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.
- Communication skills: Excellent written and oral communications skills.
- Results-oriented: Able to set goals, plan and carry out projects.
- Decision-making: Strong decision-making and implementation skills.
- Flexibility: Ability to manage multiple tasks and to embrace change.
- Organization: Strong organizational skills.
- Technology-savvy: Comfortable and proficient with computer technology, including Windows, Word, and Excel. Ease at working with databases, but programming ability not required. Knowledge of shelter management databases preferred.
- Learning-agile: Willingness and ability to learn new things quickly.
- Solution-oriented: Strong problem-solving skills, able to find ways to make things work.
- Detail-oriented: High level of accuracy with data. Able to follow through and meet deadlines.
- Initiative: Self-directed, works well with minimal supervision and direction.

Minimum Qualifications

- Education: College degree strongly preferred.
- Location: Residence in or relocation to the greater Las Vegas area.
- Management experience: Minimum of five years of management experience preferred.
- Sheltering experience: Minimum of three years of experience in animal sheltering and familiarity with animal welfare issues preferred. Operations experience is a plus.
- Development/fundraising experience: Desired but not required.
- Animals: Ability to work with animals of unknown disposition and those who may exhibit medical and behavioral problems.

- License: Valid NV Driver's license or the ability to obtain a driver's license shortly after employment commences and ability to pass Nevada Motor Vehicle Report criteria which includes having or obtaining current auto insurance.

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. 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.

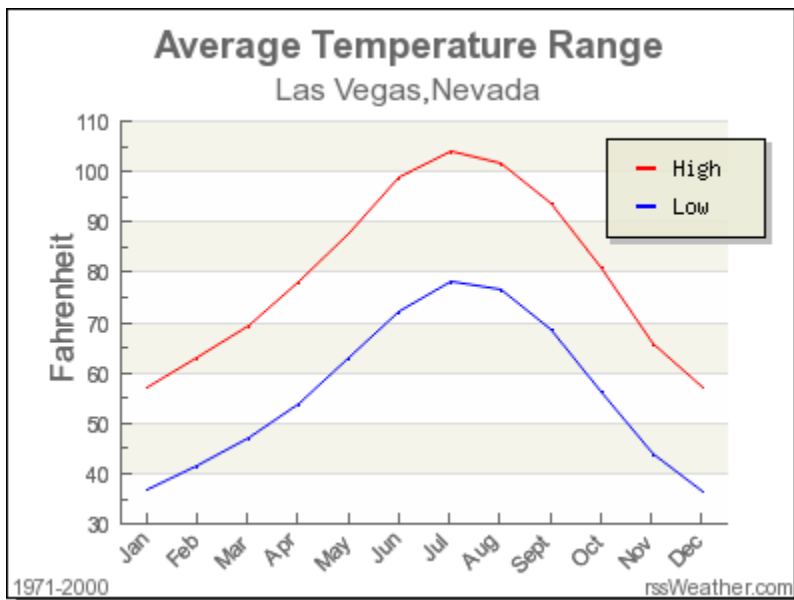
More information about Homeward Bound's vision, goals, and programs can be found at this link: <https://www.homewardboundcats.org/about-us>.

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).