



Animal Protection Society – Friday Harbor (APS-FH) Position Description

Position Title: Executive Director

Date: January 2019

FLSA Status: Exempt

Reports to: APS-FH Board of Directors

Positions Supervised: Shelter Manager and Shelter Staff

Mission Statement: Providing compassionate care and brighter futures for homeless animals.

Job Summary

Provide direction and leadership for APS-FH as it begins its next phase in a new state-of-the-art facility. Consistently uphold the mission of the organization, including the basic commitment to operate as a no-kill shelter. Promote the goals of the shelter and advise the Board of Directors in making decisions that are in the best interest of APS-FH.

Duties and Responsibilities:

- ❖ Manage shelter operations, staff and volunteers.
 - Oversee all shelter operations ensuring quality of all aspects of customer service and compliance with all animal-welfare regulations.
 - Hire, schedule, supervise and mentor staff, prepare staff evaluations, and coordinate staff meetings.
 - Handle accounts payable, deposits, donations and tracking of staff hours for payroll.
 - Work with volunteers to manage website and social media.
 - Coordinate maintenance of building and grounds.
 - Order all shelter supplies.
 - Oversee shelter adoptions and follows up as needed.

- ❖ Work with Board President
 - Prepare meeting agendas,
 - Write and circulate meeting reports,
 - Attend Board meetings and present Director's report.

- ❖ Manage Community Relations and Communications
 - Oversee production of annual newsletter.
 - Manage donor relations & records of P.A.L. (People, Animals, Love) database.
 - Coordinate fundraising events and campaigns.
 - Interface with the San Juan County Sheriff's Department on neglect cases.
 - Consult with island veterinarians on care protocols.
 - Help community manage feral cats using TNR (Trap, Neuter, Return).
 - Cooperate with other shelters/rescue agencies to facilitate adoptions of healthy, adoptable pets.

Minimum Qualifications:

High school diploma, or equivalent, and five years' related work experience. Position requires strong organizational, communication and computer skills. Candidate will have a valid driver's license.

Preferred Qualifications:

Ideal candidates will have excellent verbal and written communication skills, as well as experience in managing a nonprofit agency (including handling such responsibilities as oversight of staff and facilities, financial planning & accounting principles, marketing, community relations, and effective use of technology (including QuickBooks and Microsoft Office products). Other desired skills include team-building, successful fundraising, and the ability to effectively multitask in a fast-paced and challenging environment. Experience in animal welfare is highly desirable.

Physical and Mental Requirements:

Frequent public speaking.

Standing, walking, and sitting for extended periods of time.

Reaching, bending, and stooping.

Continuous hand and finger movement.

Lifting and carrying up to 50 lbs.

The director must be able to communicate in English, both in writing and verbally.

The position requires the ability to calculate basic math skills.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the APS-FH as the needs of APS-FH and requirements of the job change.

Other Information:

Position is exempt, full-time (typical schedule is Monday through Friday, with additional hours on Saturdays, Sundays, and holidays as needed).

Working Conditions: Normal working environment is in an animal shelter, where there is direct contact with animals, as well as regular exposure to animal-related smells and sounds. Works with changing priorities and time constraints.

Annual Salary: \$40,000 - \$45,000; benefits to be negotiated.

All interested candidates are requested to submit their resume and cover letter by March 1, 2019 to Leslie Byron, Director APS-FH at director@apsfh.com.