

EXECUTIVE DIRECTOR Job Description
Senior Dog Rescue of Oregon (SDRO)
September 2023

Position Title: Executive Director - 12 month contract
Accountable to: Board of Directors

Purpose of Position

The Executive Director serves as the dynamic liaison between the Board of Directors, the Volunteer Staff and the Community. The E.D. will be expected to direct the administrative, financial, and managerial activities necessary to uphold the Mission Statement, policies, and goals of SDRO, consulting with the Board of Directors in making decisions for the highest interest of the organization. The Executive Director works under the general guidance of and is responsible only to the Board of Directors as a group.

Duties and Responsibilities

The ED will delegate duties as appropriate, but the responsibility for the accomplishment of all duties remains with the ED. In accordance with organizational policies, duties include but are not limited to:

Operations Management:

- Ensuring compliance of SDRO to all applicable laws, regulations, licenses and accreditation standards.
- Negotiating contracts and other business matters approved by the BOD.
- Supervising and directing SDRO contractors and consultants to assure performance under their agreements (ie. bookkeeper).
- Maintaining and overseeing operational procedures of SDRO.
- Assisting various volunteers with their assignments.
- Overseeing volunteers handling, treatment, well-being, and care of all animals admitted to the care of SDRO.

Communications and Public Relations

- Seeking out and maintaining community contacts with professional, government, media, and civic organizations on behalf of SDRO, maintaining memberships and networks.
- Representing SDRO as the chief spokesperson. Being available to meet and explain the SDRO Mission, philosophy and long-range goals.
- Fostering and maintaining relationships with the community, media, donors, and potential donors.

Personnel Management

- Supporting and nurturing the individual talents, abilities, and goals of the volunteer staff.
- Serving as liaison between the governing body and SDRO Volunteer Staff.
- Overseeing the recruitment and training of volunteers.
- Addressing and resolving interpersonal conflicts promptly and thoughtfully.
- Maintaining and updating written volunteer job descriptions.

Fundraising

- Creating and coordinating annual and long-term fund development plans.
- Grant Writing.
- Facilitating grant reporting.
- Overseeing SDRO fund-raising and marketing programs.

Financial Management

- Monitoring all purchases and managing other fiscal and property resources in coordination with the BOD.
- Preparing an annual budget, in conjunction with the Treasurer and the BOD, operating SDRO within the limits of the total approved budget.
- Acting for SDRO in designated matters pertaining to bequests, estates, contracts, donations and other concerns.

Development and Reporting

- Planning, organizing and overseeing programs that carry out SDRO goals as established by the BOD, and ensuring these meet community needs.
- Developing and implementing, in conjunction with the BOD, a strategic plan designed to accelerate the Mission and Direction of SDRO for long-term success and viability.
- Meeting regularly with BOD to present reports and apprise them of important issues, problems, and new ideas.
- Preparing reports and other records as required by the BOD.

Work Hours: 20 hours per week in first 6 months, generally to be completed on a set weekly schedule, though this position will require working some irregular hours, including evening and weekend meetings. Odd hour emergency call-outs, and community commitments are a normal part of the job.

Wage: \$30,000- \$35,000 per year (DOE)

Reporting Structure: Reports directly to the Board of Directors. Written performance evaluations will be given after the first 6 months and first 12 months of work, and annually thereafter.

Requirements:

- Bachelor's degree in business or commensurate experience, non-profit management, or a related field.
- At least five years of experience in nonprofit management or a related field.
- Experience in fundraising and grant writing.
- Strong financial management skills.
- Must have a sincere interest in and knowledge of animal welfare issues and rescue best practices.
- Must have a demonstrated knowledge of organizational and financial procedures for non-profit agencies.
- Must have experience working with multiple volunteers, and accommodating Board and Board Committees in their organizational functions.

- Demonstrated communication abilities to include effective interviewing techniques, public speaking, and ability to communicate effectively with employees and volunteers verbally and in writing.
- Proficiency with computer applications such as Microsoft Office Suite and GoogleDrive, ability to become proficient in new applications as needed.
- Background check is required, and references will be contacted.
- Preference to Corvallis/Benton County residents.

Application Requirements:

Applications should include the following information:

1. Resume or CV highlighting relevant experience.
2. Cover letter outlining qualifications and interest in the position.
3. Three professional references.
4. Submission Instructions: Applications/resumes should be submitted via email to sdroregon@gmail.com with the subject line "Executive Director". Position open until filled. We will contact selected candidates for interviews. Ideal start date December 2023 or January 2024.

Email resume to SDROregon@gmail.com

Thank you for your interest in our organization. We look forward to reviewing your resume.