



JOB TITLE: EXECUTIVE DIRECTOR
REPORTS TO: BOARD OF DIRECTORS

POSITION SUMMARY

The Executive Director (ED) is a charismatic, visionary, hands-on leader who is responsible for the strategic direction and management of the North Country Animal League (NCAL). The ED serves as the liaison between the Board of Directors, the Shelter and Equine Center, and the Community. The ED will direct the administrative, financial, managerial, and supervisory activities necessary to uphold the Mission, policies and goals of NCAL, consulting with the Board of Directors in making decisions in the highest interest of the organization.

The Executive Director position requires demonstrated leadership and management abilities, fiscal stewardship, fundraising and grant experience and a passionate commitment to animal welfare.

ESSENTIAL FUNCTIONS

Leadership & Public Relations

- Develop and implement, in conjunction with the Board, a strategic plan designed to accelerate the mission and direction of NCAL for long-term success and viability; Professionally and accurately represent NCAL as the public face and ambassador for the organization.

Development

- Oversee NCAL fundraising and marketing programs and events; foster and maintain relationships with the community, media, donors, and potential donors; Promote the NCAL Mission, philosophy and long-range goals to all constituents, including government funders; and solicit funds in support of the NCAL mission..

Administration & Operations

- Oversee the recruitment and development of employees and volunteers; Oversee all operations of both the Pet Adoption Center and Equine Center.

Financial

- Oversee the financial health of the organization, including preparing the annual budget, in conjunction with the Board Finance Committee, overseeing purchases and assets, operating NCAL within the limits of the total approved budget, and informing the BOD of the monthly financial status.

Programs & Outreach

- Lead planning and implementation of programs that align with the NCAL mission and ensure these meet community needs; Stay informed of current and changing needs of animal welfare issues.

Board Relations & Legal

- Inform and collaborate with the BOD on the operational and fiscal health of the organization; Work with counsel, insurance agents, consultants, accountants, vendors and media as needed to ensure compliance with legal and regulatory requirements.

Additional responsibilities as directed by the Board of Directors of North Country Animal League.

QUALIFICATIONS:

- Understanding of, and ability and willingness to uphold the mission of North Country Animal League and its policies and practices.
- Leadership ability, and a minimum of six years experience in a supervisory or equivalent management position, with experience in animal welfare preferred.
- Understanding of companion animal care and adoption issues and a sincere interest in and knowledge of animal rights issues and animal health care.
- Demonstrated experience and success in fundraising, public relations and marketing.
- Strong financial background and demonstrated knowledge of organizational and financial procedures for non-profit organizations.
- Proficiency in MS Office Suite, QuickBooks, Google Suite, a fundraising database software such as Donor Perfect, and email competence.
- Strong interpersonal relationship skills and the ability to communicate clearly both verbally and in writing.
- Demonstrated skills in human resource management, positive personality, and the ability to empower staff and collaborate with the Board and the community.
- Experience working with Boards.

- Valid Driver's License is required
- Background check is required, and references will be contacted
- BA degree or equivalent accomplishment.

COMPENSATION & BENEFITS

Annual salary of \$90,000-\$110,000 commensurate with experience.

NCAL provides a benefit package that includes generous paid time off, sick time, and a health care premium contribution or stipend.

Physical Demands

- The work may require long periods of sitting at a desk while using office equipment.
- Irregular hours, including evening and weekend meetings, odd hour emergency call-outs, and community commitments are a normal part of the job.
- Close proximity to animals, their noises, odors, dander, waste, and other impacts are to be expected.
- Must be in good physical health, able to climb stairs and work with little supervision, able to work in all weather conditions.

Work Location: At North Country Animal League Pet Adoption Center and Equine Center

Work Hours: Full-Time, Salaried, exempt

TO APPLY

Interested individuals should email a cover letter addressing experience with the above job requirements and resume to executivesearch@ncal.com

Position is open until filled.

North Country Animal League is an Equal Opportunity Employer, with a commitment to diversity in the workplace. All qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, or domestic partner status.