

Vieques Humane Society and Animal Rescue (VHSAR) Job Description

Title:	Executive Director
Location:	Vieques, Puerto Rico
This position reports to:	VHSAR Board of Directors
This position supervises:	Shelter Manager/Supervisor Clinic staff (TBD) Facility Maintenance staff (TBD)
FLSA Status:	Hourly contractor, no benefits

This position has the potential to become a salaried position with benefits after a negotiated term of a trial contract period has ended.

This is a part-time to full time position (negotiable: 25 hours per week minimum) that requires residence on the island of Vieques, Puerto Rico during an agreed number of days weekly. The Executive Director is a senior leadership position that requires strong organizational, personal relations, and multi-tasking skills; a passion for supporting humane animal treatment and improving animal welfare; and a focus on serving community needs.

Job Description:

Vieques Humane Society and Animal Rescue (VHSAR) is seeking an Executive Director to join the shelter manager/supervisor, shelter and clinic staff, volunteers, and supporters—guiding them and the nearly 40-year-old animal welfare 501(c)(3) organization through its exciting next stage of growth and development. The primary responsibility of the Executive Director is to carry out the VHSAR stated mission by managing the development and business operations of the VHSAR animal shelter and veterinary clinic, and managing operational staff and programs.

- The ideal candidate is an experienced leader, relationship builder, and manager. He/she has the capacity to work collaboratively with the VHSAR Board to develop and implement a strategic plan and to articulate operational policies and protocols to ensure organizational success.
- Desired skills include leadership experience preferably in a non-profit setting; knowledge of and commitment to accepted shelter animal care standards; strong fundraising/development experience; skill and experience preparing and delivering public presentations and communicating effectively with a variety of audiences and stakeholders (fluency in English required; additional fluency in Spanish preferred); an understanding of business principles. A background of solvent budget development and management is essential.

VHSAR receives the majority of its funding from individuals and grants. The Executive Director is an important liaison in our effort to raise funds to ensure the ongoing financial sustainability of the organization. Demonstrated accomplishments in fundraising—including the development of

new relationships and successful cultivation, solicitation, and acquisition of donations and grant awards will be required. These functions will be accomplished through serving as a key member of the Board's standing Fundraising Committee.

The Executive Director is responsible for managing and developing a paid staff of 6-12 full and part-time employees, a growing volunteer staff, and overseeing a \$400,000 annual budget.

ESSENTIAL FUNCTIONS:

- Provide executive level leadership of staff and volunteers.
- Promote development of staff skills.
- Implement the strategic goals and objectives of the organization and provide leadership toward the achievement of the organization's philosophy, mission, annual goals, objectives, and growth.
- Provide administration of and guidance for all organizational programs and activities and staff responsible for them (program and facility management, fiscal management and fundraising, community and public relations/advocacy, human resources, and shelter/clinic).
- Report to the Board monthly in writing regarding fiscal and operational status of the organization.
- Ensure effective management of the annual budget and be accountable for budget expenditures on an ongoing basis (including written monthly reporting on expenditures and donations against budget allocations).
- Establish effective working relationships with Board members, managers, staff, volunteers, and vendors.
- Build and maintain relationships with donors and other supporters.
- Develop and document, in writing, appropriate standards of procedure for all core functions of the organization.

ANIMAL WELFARE AND ADVOCACY:

- Monitor animal welfare issues and ensure compliance with all applicable laws, regulations, and organizational policy.
- Oversee existing programs that include, but are not limited to, running an animal shelter and low-cost veterinary clinic, spay/neuter/vaccinate initiatives, animal transport to support re-homing/adoption.
- Network with other local animal shelters, animal welfare groups, and rescue groups to build coalitions and expand animal re-homing/rehabilitation programs.
- Lead development of community education opportunities and coalitions that promote animal welfare.

COMMUNITY RELATIONS:

- Identify networking opportunities and attend events with Board members.
- Develop public speaking opportunities and cultivate relationships (e.g. with the Municipality, local businesses, and organizations).

FINANCIAL:

- Ensure sufficient annual operating revenue is available and that development evolves to support needed growth.

- Supervise accounting operations in performance of payroll, accounts payable and receivable functions.
- In conjunction with the Board's standing Finance Committee, assist in developing an annual budget for Board approval; manage the organization's resources within budget guidelines.
- Develop and maintain sound financial practices.

FUNDRAISING:

- Cultivate and maintain relationships with donors and prospective donors.
- Develop, implement, and oversee fundraising projects (special events, direct solicitations, grant-writing). Help organize and delegate essential activities by engaging Board members and other volunteers.

HUMAN RESOURCES:

- Ensure personnel policies and procedures conform to current Puerto Rican and federal laws and regulations (including keeping required licenses current).
- Ensure implementation of the following;
 - Staff recruitment and orientation
 - Hiring and termination
 - Training supervisors and other staff to efficiently fulfill their roles
 - Actively promoting health and safety standards
 - Developing work schedules
 - Developing/maintaining/distributing written job descriptions and regular performance evaluations

PUBLICITY:

- Work with the Board to provide content and direction for communications representing the organization in alignment with Board policy, approval, and articulated image.
- Maximize public relations opportunities to enhance the image of VHSAR in the community and among broader supporters via social media and other communications.
- Ensure VHSAR mission, programs, and services are consistently presented with a strong, positive image.

Position Qualifications: Education, Experience, Certification, and Knowledge/Skills/Abilities

Required

- High school diploma or equivalent
- Fluent in English
- Ability to complete work without close supervision
- High attention to detail
- Ability to effectively lead, communicate, and work within a team environment
- Basic competency and comfort using word processing, data base, spreadsheet, operational management software, and social media systems.

Desired

- College degree or equivalent in management/leadership or related field
- Bilingual fluency in Spanish and English
- Management experience
- Experience working in an animal shelter
- Experience with the non-profit sector

Work Conditions and Physical Requirements

While performing the duties of the job, the employee is frequently exposed to odors or airborne particles, including animal fur and toxic chemicals. The noise level in the work environment can be very loud. Frequent driving is required (vehicle required). Must be able to physically lift at least 50 pounds. This position is a member of VHSAR's Executive Team and is required to be available after hours and on weekends, as necessary. Schedule includes some regular weekend hours.

Salary and Benefits

Pay is competitive with situations of similar size, budgets, and geography. Negotiable dependent on experience and hours of weekly contracted work time.

Based on performance during the initial contracted period, this position has the potential to work into a salaried position with benefits after the term of the trial contract period ends. After that period, contribution toward health insurance and annual paid sick and vacation days in compliance with Puerto Rican law will be considered.

Vieques Humane Society and Animal Rescue is a 501(c)(3) nonprofit. VHSAR maintains an open admission shelter and low-cost veterinary clinic supported by donations, grants, and fundraisers. Its mission is to alleviate the suffering of countless homeless, neglected, and abused animals living on the small Puerto Rican island of Vieques, which is located off the main island of Puerto Rico. This work is accomplished through temporary sheltering, veterinary care for shelter and community dogs/cats, re-homing, and spay-neuter-vaccinate programs. The low-cost clinic services serve our shelter animals and owned dogs/cats in our community. VHSAR is governed by a Board of Directors and has a current annual budget of approximately \$400,000. For more information:

www.viequeshumanesociety.org
www.facebook.com/viequeshumanesociety

Send cover letter, resume, and references to:
Mary Anne Mather, VHSAR Board Secretary
maryanne.mather@gmail.com
Subject Line: VHSAR ED [YOUR NAME]