



POSITION TITLE: Executive Director

ACCOUNTABLE TO: Nuzzles & Co Board President, Board of Directors

SUPERVISES: All staff of Nuzzles & Co. as well as overseeing foster and volunteer forces

PURPOSE OF THE POSITION: The Executive Director (ED) serves as the leader of our organization, responsible for ensuring the fulfillment of our unique mission and vision for animal welfare as defined by our Board of Directors. The ED orchestrates the future of the organization and is the key management leader of Nuzzles & Co. The ED guides the hiring, management, and development of a professional and talented staff. They attend weekly management meetings and monthly board meetings to report, brainstorm, evaluate, and ensure the efficacy of program objectives. The ED acts as the figurehead and primary spokesperson of the organization, representing Nuzzles & Co in the media, at fundraising events, in public-relations outreach, at donor/supporter events, and more.

The ED is responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

The ED is also tasked with fostering a culture of professionalism, positivity, communication, collaboration, and inclusivity among our growing and passionate team of staff and volunteers, who are profoundly committed to our mission to save rescue animals' lives.

RESPONSIBILITIES:

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees are required to follow any other job-related duties assigned by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

- Responsible for leading the organization in a manner that supports and guides Nuzzles & Co's mission and vision as defined by the Board of Directors.
- Responsible for providing the Board with agendas, reports, financials, budgets, audits, department and program statistics, and other information as requested.
- Responsible for the fiscal integrity of Nuzzles & Co, including submission to the Board the proposed annual budget and monthly financial statements which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget and ensures maximum resource utilization and maintenance of the organization in a positive financial position.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of Nuzzles & Co.

- Takes a hands-on approach to leadership, embedding with our Rescue Ranch team at least three workdays per week and working remotely the other two. Occasional travel or odd hours may occur as the ED supports our efforts around our region, attends events and conferences, and tends to the dynamic circumstances inherent to having hundreds of animals in our organization's care at once.
- Directly oversees the Director of Operations in ensuring that earned income revenue (adoption fees, clinic fees, retail, dog training, and any new revenue generating programs) is consistently sufficient for the financial health of the organization.
- Directly oversees the Development Director in ensuring fundraising income is consistently sufficient for the financial health of the organization.
- Directly oversees and works regularly with the Finance Contractor to review financials, bank account balances, accounts receivable, accounts payable, payroll, insurance, and worker's compensation.
- Directly oversees the Director of Operations and management teams' performance and planning of programs on a regular basis and ensures that programs are delivering on the organization's mission: adoption center, ranch intake and operations, transfer and rescue, behavior and training, volunteers, and foster care.
- Works closely with our Medical Director and veterinary team to collaboratively support their needs in providing best-in-class care to many complex shelter animal cases at once, giving them the operational, financial, and executive support to fulfill their role in our mission. Also assists our medical team in upholding our capacity for care and following best practices for the optimal outcomes our rescued animals deserve.
- Serves as thought-partner and collaborator with all management, creating a culture of mission-driven success within the management team to be passed down to the entire staff.
- Working closely with Board leadership, owns our strategic planning to ensure that Nuzzles & Co can successfully fulfill and expand its mission into the future.
- Conducts ongoing research to form strategy and program objectives for Nuzzles & Co.
- Oversees the hiring and retention of a competent, talented, and qualified staff. Serves as ongoing mentor and an example of teamwork and leadership, guiding staff in their professional development amidst a positive and communicative atmosphere.
- Responsible for the enhancement of Nuzzles & Co.'s image by being active and visible in the community and by working closely with other professional, civic, and private organizations.
- Serves as primary spokesperson of Nuzzles & Co, representing the organization in the media, at fundraising events, and at any other public relations events. Must be highly comfortable and adept at public speaking, storytelling, strategic messaging, and developing relationships with our audiences (including everyone from grassroots supporters to adopters, volunteers, fosters, community members, and high-net-worth donors).

QUALIFICATIONS:

- Bachelor's degree requirement; graduate preferred.
- 10+ years of management/leadership experience with excellent interpersonal skills, conflict resolution, team building, and crisis management capabilities.
- Experience in animal welfare preferred.
- Excellent writing and communication skills required.