



## **Job Description**

Executive Director  
Fayette Friends of Animals

**Location:** Fayette County, PA

**Salary:** Competitive, Dependent on Experience

**Position Type:** Full-Time, Exempt

**Reports To:** Board of Directors

**Applications will be reviewed on an ongoing basis. Applicants who apply before June 3 will be given priority consideration.**

**Submit resume and cover letter to [jobs@fayettefriendsofanimals.net](mailto:jobs@fayettefriendsofanimals.net)**

### **Organization Overview:**

Fayette Friends of Animals (FFOA) is a no-kill animal shelter committed to offering sanctuary, assistance, and care to abandoned animals. Our initiatives encompass a comprehensive adoption program for cats and dogs, community educational resources, and spay and neuter clinics. As a key community leader in animal welfare, we are committed to the highest standards of humane treatment and work to promote the philosophy of spaying and neutering to control the pet population.

### **Position Summary:**

The Executive Director is a key management leader of FFOA. This community-facing position is responsible for overseeing the administration, programs, strategic plan, and community engagement of the organization. Key duties include operations, fundraising, marketing, community outreach, and financial management. The Executive Director will provide leadership to develop and implement organizational policies and procedures, engage in robust board relations, and manage a diverse team to achieve the mission of FFOA.

The Executive Director will lead shelter operations and collaborate with employees and volunteers to transform the shelter into a state-of-the-art adoption center, affordable spay/neuter clinic, and a center for humane education throughout Southwestern Pennsylvania. Additionally, the Executive Director will be responsible for developing innovative programs, boosting adoption rates, advocating for spaying and neutering, enhancing revenue, and reducing organizational costs.

### **Key Responsibilities:**

### **1. Strategic Leadership and Management:**

- Lead, coach, develop, and retain FFOA's high-performance senior management team.
- Foster a positive organizational culture that promotes problem-solving, creativity, and conflict-resolution.
- Ensure the recruitment, management, and evaluation of a competent and diverse staff structure that supports the organization's needs and growth
- Develop, maintain, and support a strong Board of Directors; serve as an ex-officio of each committee; seek and build board involvement with strategic direction for ongoing operations.

### **2. Program Development and Administration:**

- Oversee and implement resource acquisition and management to ensure that the operations of the organization are appropriate and efficient.
- Responsible for the fiscal integrity of FFOA, including the preparation of the annual budget and financial statements that accurately reflect the financial condition of the organization.
- Develop, implement, and oversee programs that further the organization's mission, improve adoption rates, and enhance community engagement.
- Develop and enhance adoption, foster care, and volunteer programs. Manage digital platforms to keep the community informed about available pets, events, and organizational updates.

### **3. Community and Public Relations:**

- Enhance FFOA's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.
- Serve as FFOA's primary spokesperson to the organization's constituents, the media, and the public.
- Lead marketing and other communications efforts to broaden the reach and impact of FFOA's presence in the community.

### **4. Fundraising and Revenue Generation:**

- Oversee fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals, and administrating fundraising records and documentation.
- Ensure the successful coordination and execution of fundraising events and grant applications.
- Experience with and knowledge of the grant writing process, including successful grant management and writing; willingness to engage continuously in grant-related activities.

### **5. Operations and Facility Management:**

- Oversee the effective operation of the shelter facility, ensuring compliance with all regulatory laws and standards.
- Manage spay/neuter clinic operations, including staffing and supply management, while also coordinating mission-aligned programs to meet community needs.
- Ensure the upkeep and security of facilities, implement preventative maintenance plans, and handle the acquisition of materials within budget constraints.

- Oversee data accuracy in Shelter Software, tracking animal care, financial transactions, and donations, while developing organizational policies and procedures for efficient operation.

**Qualifications:**

- Bachelor's degree in Nonprofit Management, Business, Communications or related field, with at least 3 years of experience, or a Master's degree with at least 1 year of experience; or at least 5 years of senior leadership experience, preferably in nonprofit management, animal welfare, or a related field.
- Proven senior leadership experience, preferably in nonprofit management, animal welfare, or a related field.
- Demonstrable experience in developing and implementing strategic plans and goals for nonprofit/charitable organizations.
- Strong organizational abilities including planning, delegating, and program development.
- Excellent communication and interpersonal skills, with an ability to engage with staff, volunteers, Board members, and other stakeholders.
- Strong financial management skills, including budget preparation, analysis, decision making, and reporting.
- Ability to convey a vision of FFOA's strategic future to staff, board, volunteers, and donors.
- Proven experience in supervising staff and effectively managing upward relationships with the Board of Directors.
- Skilled in working collaboratively with the Board of Directors and providing comprehensive reports.
- Deep commitment to FFOA's mission and core values as a no-kill animal shelter.

**Work Conditions:**

Ability to work a flexible schedule, including evenings and weekends as required.

Occasional travel may be expected for community events and outreach.

*Fayette Friends of Animals is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*