

Executive Director/salary

Send Resume to: Director@pawsalongtheriver.org

Paws Along The River Humane Society

Warren, Pennsylvania Full Time

Job Posting for Executive Director at Paws Along The River Humane Society

Purpose of Position

The Executive Director serves as the liaison between the Board of Directors and the Shelter staff. The E.D. will be expected to direct the administrative, financial, managerial, and supervisory activities necessary to uphold the mission and vision of the organization, policies of PAWS, consulting with the BOD in making decisions for the highest interest of the organization.

Responsibilities:

In accordance with organizational policies, duties include but are not limited to:

Planning, organizing and directing programs that carry out PAWS mission, vision and goals as established by the BOD.

Establishing and directing operational procedures of PAWS

Being responsible for the oversight of all operations

Ensuring compliance of PAWS to all applicable laws, regulations, licensures and accreditation standards

Supporting the staff needs of PAWS, including employees and volunteers of the Shelter. This includes periodic performance reviews, safety meeting, cross-training of positions

Managing the recruitment, hiring, development employment, evaluation and discharge of all employees

Creating and coordinating annual and long-term fund development plans with BOD

Preparing an annual budget, in conjunction with the Board Treasurer, operating PAWS within the limits of the total approved budget, and informing the BOD of the monthly financial status.

Negotiating contracts and other business matters approved by the BOD

Overseeing PAWS fundraising efforts with the BOD

Meeting regularly with BOD to present reports and apprise them of important issues, problems and new ideas, assisting various committees with their assignments, serving as a liaison between the governing body and PAWS staff

Supervising and directing PAWS vendors, contractors and consultants

Maintaining the physical and security needs of the property

Overseeing the operations of Thrift Shop and staffing.

The Executive Director works under the general guidance of and is responsible only to the Board of Directors as a group. The E.D. may delegate duties as appropriate, but the responsibility for the accomplishment of all duties remains with the E.D.

Qualifications:

Minimum 2 years of animal shelter operations management experience

Current working understanding of companion animal care and adoption issues

Must have a sincere interest in and knowledge of animal rights issues and animal health care

Must have a demonstrated knowledge of organizational and financial procedures for non-profit agencies.

Must have demonstrated skills in human resource management and strong leadership abilities

Must have experience working with and coordinating multiple tasks using staff and volunteers, and accommodating Board and Board Committees in their organizational functions.

Knowledge and working experience with computer programs and social media

Demonstrated communication abilities to include effective interviewing techniques, public speaking, and ability to communicate effectively and employees and volunteers verbally and in writing.

Valid Driver's License is required.

Provide 2 valid supervisor work references

Background check is required, and references will be contacted and drug testing will be required

Paws Along The River Humane Society is a 501c3 non-profit non-government funded, open access shelter that finds homes for adoptable animals. We provide care for abused, abandoned and stray dogs and cats and other animals when necessary from Warren County. We have been matching people and pets for over 30 years.

PAWS is governed by an all-volunteer Board of Directors committed to using their expertise and passion to fulfill PAWS mission and vision.

Job: Full Time /Weekend Availability / hours may vary

Salary \$40,000 - \$45,000 per year/ Experience considered.

Benefits – TBD

Education: Associates, Bachelor's, Executive Director/non-profit equivalent experience

Work Location: Two locations

