



## **Executive Director, Animal Care Society (ACS)**

Louisville, Kentucky

**The Board of Directors at Animal Care Society seek the next Executive Director to lead the 36-year-old organization.**

### **About Animal Care Society**

Established in 1984, Animal Care Society is a no-kill adoption agency for dogs and cats. Its mission is to provide the best care, comfort and compassion during every pet's stay until a new, caring home is found for them. This is accomplished through the work of devoted staff, volunteers and collaboration with a network of veterinarians who support the ACS mission.

To accomplish its mission, ACS operates with a staff of 10 employees and 2,500 volunteer hours annually. The annual budget of \$500,000 is privately funded as the organization receives no federal, state or local funding. Revenue to fund the mission is generated from three main categories. Program income from adoptions and memberships provides 15% of the funds needed. Public support raises another 45% through corporate and individual donations including bequests, memorials, and pet sponsorships. ACS is the benefactor of an endowment that provides \$40,000 annually in this category. ACS also enjoys the support and partnership from 12 local and national business alliances. Event Income provides the final 40% of the revenue stream. Current revenue in this category is generated from the Re-Tail Thrift Shop that operates 12 months a year and three major annual events throughout the year.

ACS has been fiscally responsible throughout the years. Due to this, ACS has been able to build an investment account of \$2.5 million which can be used to address budget shortfalls to the extent one occurs. A portion of the investment account is anticipated to be utilized to build a new facility in the near future as the original facility no longer meets the needs of the organization.

### **About the Executive Director**

The Executive Director serves as the leader of the Animal Care Society and is a liaison between the Board of Directors, the community, customers, staff, and volunteers. The position reports directly to the Board of Directors. The Executive Director is expected to uphold the mission of ACS while promoting its goals in the most ethical, legal and moral manner possible and advise the Board of Directors in making decisions that serve in the best interest of the Shelter.

The Executive Director will, with the help of staff and volunteers, work to ensure that ACS will be a premier no-kill, adoption center with a reputation that is second to none. The successful candidate will make certain that animals in the Shelter's care will receive appropriate medical care in a timely manner, will be afforded a clean, well-maintained environment, and will develop programs for the Shelter. Additionally, the goal is to increase adoption rates and ensure an appropriate level of business and individual donations.

The Executive Director is the administrative agent of the nine-member Board of Directors and the manager of the Animal Care Society which includes over-seeing the operation of the Thrift Store. The Director will be available to the officers, committees, and members of the Board of Directors for professional consultation in with the affairs and activities of the ACS.

### **The Candidate**

The successful candidate for the Executive Director of Animal Care Society will ideally exhibit the following characteristics, qualities, and skills:

- Oversees day-to-day operations of the Shelter by ensuring all staff and volunteers understand, support and adhere to the mission and values of the organization as set forth by the Board of Directors, the Shelter's operating procedures and state guidelines;
- Helps to ensure the fiscal stability of the Shelter by identifying and soliciting new donors and maintaining a positive relationship with existing donors;
- Manages the three major fundraising events each year setting new goals and building upon success achieved;
- Serves as the main contact and spokesperson for all aspects of brand advancement, media relations and publicity for the organization.
- Ensures the safety, sanitation and maintenance of the facility;
- Stays current on animal shelter and adoption best practices and ensures Standard Operating Procedures reflect industry best practices;
- Analyzes data regarding key functions of the Shelter in order to make appropriate decisions regarding the operation of the Shelter and the Thrift Store;
- Ensures expenditures stay within the allotted budget. Assists Board of Directors Treasurer with budgetary planning;
- Serves as the Personnel Director by recruiting and hiring the staff team to ensure appropriate staffing levels and executes all aspects of the staffing cycle to include conducting probationary and annual reviews, disciplining as appropriate and terminating when necessary;
- Recruits volunteers to assist with staffing of the various functions within the shelter and ensures that they have proper training for the specific functions including cleaning kennels, walking dogs, assisting with events and the Thrift Store;
- Executes all personal matters in a manner that is consistent with Shelter guidelines and procedures and state and federal rules;
- Plans, conducts and documents regular staff meetings;
- Ensures staff and volunteers are trained appropriately as identified in staff job descriptions and in accordance with Shelter operating procedures and state guidelines;
- Ensures the mental and physical health, well-being and placement of shelter animals;
- Maintains a positive, professional working relationship with local veterinarians and consults them on general and specific matters, as necessary;

- Leads by example through creating a positive work environment centered on team-work. The successful candidate will need to be a creative problem solver, listens to ideas yet is decisive, and is willing to work diligently on behalf of animals;
- Attends and delivers written and verbal monthly report for all Board meetings;
- Other appropriate duties as assigned by the Board of Directors.

**Desired Experience and Skills:**

1. Bachelor's Degree
2. Minimum of 7 years' experience in upper management or leadership at an animal shelter or nonprofit organization
3. Proven, exceptional leadership skills
4. Ability to work collaboratively with all types of individuals to build trustworthy relationships
5. Ability to work independently and confidently
6. Proven ability to execute a high level of discretion and judgment
7. Excellent project management skills
8. Excellent time management and delegation skills
9. Excellent knowledge of computers with ability to develop reports, further enhance social media presence and assist staff with technical operations
10. Proficiency with Microsoft Office products, Quickbooks and Google applications
11. Ability to multi-task and successfully handle several issues at once
12. Excellent organization and time management skills
13. Excellent written and oral communication skills
14. Proven as energetic, team oriented and quality minded
15. Ability to work in a high stress environment
16. Ability to work weekends, evenings and holidays

**Physical Requirements and Work Environment:**

- Ability to stand, walk, set, kneel and bend a minimum of 50% of the time
- Ability to lift, push and carry a minimum of 25 pounds
- Ability to work safely around unruly, sick, and potentially dangerous animals
- Ability to work with and around chemical compounds such as bleach and disinfectants
- Ability to work outdoors in varying environmental climates

---

A cover letter and resumé are requested until such time as the Search Committee of the Board of Directors determines satisfactory finalists are found. We will conduct preliminary interviews through winter 2020 and we expect that the selected finalist will begin employment in May 2021.

**PLEASE CONTACT our Search Counsel by email only:**

[hr@ashleyroutree.com](mailto:hr@ashleyroutree.com)

(Ashley| Rountree and Associates is based in Louisville, Kentucky)