Charlottesville-Albemarle SPCA Job Description

Position: Executive Director (ED) Charlottesville-Albemarle SPCA (CASPCA)
Job Status: Exempt
Reports to: CASPCA Board of Directors President

Organization Summary

Established in 1914, the Charlottesville-Albemarle SPCA (CASPCA) maintains and operates an open admission, “No Kill” shelter with the following mission: Advance the compassionate treatment of animals by providing sheltering, medical care, and behavioral services for dogs and cats; promoting permanent, caring homes, and furthering education and outreach. The CASPCA strives to set the highest standards of excellence in animal care, humane education, and progressive animal welfare programs.

The CASPCA is a 501(c)(3) nonprofit, animal welfare organization with the vision of Healthy animals in caring homes. Headquartered in Charlottesville, Virginia, the CASPCA employs a staff of 60, including two full-time veterinarians, and over 400 volunteers contributing 23,000+ hours per year. The CASPCA operates pound services for the City of Charlottesville and Albemarle County under a negotiated contract that is reviewed annually. For more information about the SPCA, please visit the organization’s website: http://www.caspca.org.

Position Summary

The Executive Director is the organization's senior most financial and operations leader, facilitating strategic alignment and partnership with the Board of Directors, staff, volunteers, donors, and all SPCA stakeholders. The Executive Director of CASPCA ensures the organization’s health and vibrancy by realizing the vision, mission, and strategic direction established by the Board of Directors. The Executive Director manages all resources needed for organizational health and strategic growth; recruits and develops high performing teams of staff and volunteers; ensures organizational impact and goal achievement; executes strategic planning and fundraising plans; and cultivates relationships with area partners, regulatory organizations, donors, and funders.
**Essential Experience, Knowledge, Skills, and Abilities:**

- Senior level experience as a high-performing leader in a nonprofit organization and proven ability to make timely critical decisions and to drive positive operational and financial performance.
- Partners with the Board to advance the CASPCA’s organizational goals and objectives including maintaining communication with board members through written information and meetings; engaging the Board in strategic planning; overseeing the implementation of policies adopted by the Board
- Unwavering commitment to animal welfare and the organization’s no-kill mission
- Strategic, proactive, and analytical thinker who successfully establishes and manages multiple stakeholders and complex priorities
- Demonstrated ability to build high-performing teams, develop talent, and maintaining an engaged work force
- Outstanding communications skills, including public speaking, written communications, media relations, marketing strategies, and customer service
- Proven record of successful fundraising (donor cultivation, major gift solicitation, corporate outreach, and grant writing)
- Experience in fiscal management and fund stewardship
- Collaborative relationship builder with a diverse group of stakeholders
- Minimum of a bachelor’s degree required; post-graduate degree preferred

**Specific Duties and Responsibilities:**

The Executive Director manages a leadership team responsible for operations, business affairs, veterinary services, marketing and development, animal care, clinic operations, pound services, customer service, adoptions/fosters, community engagement, and education. The Executive Director oversees and ensures the compliance and accuracy of all CASPCA reporting, record keeping and data management, including information pertaining to personnel, fiscal matters, and animal sheltering/welfare. The Executive Director reports to the CASPCA Board of Directors and carries out responsibilities and tasks as assigned by that Board.

- Recruits, develops and retains top talent to create a high-performing team.
- Creates and maintains a positive and energetic culture of engagement throughout the organization.
- Cultivates leaders and leads the management team in ongoing succession planning throughout the organization, ensuring its sustainability.
- Develops operating and capital budgets, along with short- and long-term operational planning.
- Establishes and implements the organization’s fiscal priorities, including fundraising and achievement of operations within the approved budget, in accordance with the CASPCA Board of Directors’ strategic plan.
- Actively develops and promotes positive, collaborative relationships with the community, organizational partners, local jurisdictions, and other stakeholders.
- Demonstrates outstanding stewardship of CASPCA resources.
- Serves as spokesperson for the CASPCA on public issues concerning animal welfare.
- Ensures accountability and compliance with all operational policies, regulations, and reporting requirements (animal welfare, financial, human resources, etc.), including all federal, state, county, and city regulations that affect the operation of the CASPCA.
- Develops and maintains an in-depth understanding of legal and regulatory requirements regarding sheltering and sheltering issues.
- Performs responsibilities in accordance with the highest ethical standards.
- Demonstrates and models effective, open, and ongoing communications at all levels of the organization.
- Implements and oversees creative recognition and appreciation programs for teammates and volunteers.