



Friends of Oakland Animal Services

Job Title:	Interim Executive Director
General Purpose:	The Executive Director is the key management position of Friends of Oakland Animal Services (FOAS). Reporting to the Board of Directors the Executive Director will have overall strategic and operational responsibility for the organization. The Executive director is responsible for overseeing the administrative, programmatic and financial functions of the organization. Other key duties include fundraising, marketing, and community outreach. This position is interim and has the possibility of extending into a permanent position
Job Classification:	Full-time Employee (interim)
Reports to:	FOAS Board of Directors
Job Description	
<p>Primary Responsibilities</p> <p>Board Reporting and Mission Alignment: Works with board in order to fulfill the organization mission.</p> <ul style="list-style-type: none"> Responsible for leading FOAS in a manner that supports and guides the organization’s mission as defined by the Board of Directors. 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. <p>Financial Performance: Develops resources sufficient to ensure the financial health of the organization.</p> <ul style="list-style-type: none"> Responsible for the fiscal integrity of FOAS, to include submission to the Board of a proposed annual budget and monthly financial statements, and other reports as needed Establish guidelines for budget and forecast preparation, and prepare the annual budget in consultation with the Board of Directors Work with the FOAS bookkeeper to produce timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP) Supervise the preparation of all supporting information for the annual audit. Manage the documentation and maintenance of complete and accurate supporting information for all financial transactions Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position. Manage fiscal grant and contract reporting in compliance with grant agreement <p>Fund development and communications: Works with part-time Fundraising Director to ensure sufficient revenue to fulfill mission.</p> <ul style="list-style-type: none"> Responsible for leading and implementing fundraising and developing other revenues necessary to support FOAS’s mission. Secure program funds through targeted fundraising activities including but not limited to; developing Foundation and Corporate funder relationships, researching grants, writing grants and engaging in other fundraising activities. Responsible for the enhancement of FOAS’s image by being active and visible in the community and by working closely with other professional, civic and private organizations. Represent the organization and its interests in print or in press if approved by the Board of Directors 	

- Communicate the work and impact of the organization to donors and grantors
- Develop strategies to build donor base and effectively manage donor communication

Programmatic impact : Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Ensure effective program design and implementation
- Responsible for daily operations of FOAS's programs that carry out the organization's mission.
- Responsible for leading the strategic planning process
- Carefully tracks and manages program impact data, makes data informed decisions and recommendations to the Board
- Responsible for managing grant outcomes and performance

Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for the hiring and retention of competent, qualified staff.
- Responsible effective administration of FOAS operations.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Specific duties

- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
- Supervise, collaborate with organization staff.
- Strategic planning and implementation.
- Build programmatic and human resource infrastructure to support the mission of FOAS
- Planning and operation of annual budget.
- Serve as FOAS's primary spokesperson to the organization's constituents, the media and the general public.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance FOAS's Mission.
- Establish and maintain relationships with individual and corporate FOAS donors
- Engage in fundraising and developing other revenues, including overseeing the annual fundraising gala.
- Oversee marketing and other communications efforts.
- Oversee Board meetings.
- Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.

Required Qualifications

- Bachelor of Arts degree or equivalent work experience
- Knowledge of animal welfare and animal sheltering
- Two years' experience senior, non-profit management experience, including management of operations, finances, fundraising, grant-writing, and marketing
- High level strategic thinking and planning. Ability to envision and convey FOAS's strategic future to the staff, board, volunteers and donors.
- Experience managing people and overseeing human resources
- Strong problem-solving, written and oral communication, and public speaking skills

Desired Qualifications

- Experience running a capital campaign
- Experience working in or with government agencies
- Experience with joint ventures and/or mergers
- Experience working with/reporting to a board of directors
- Experience overseeing a fundraising gala
- Familiarity with Salesforce

Working Conditions

- Majority of work is time/place flexible and can be conducted from home
- Monthly in-person meetings with the FOAS board are required
- Some evenings and weekends may be required to monitor program activities
- Travel to program sites may be required as necessary
- May interact with animals, primarily cats and dogs

Compensation

- Starting annual salary range \$75,000 – \$85,000, depending on experience. Select paid holidays and 15 days paid time off per year.