



EXECUTIVE DIRECTOR JOB ANNOUNCEMENT

FRIENDS OF OAKLAND ANIMAL SERVICES OAKLAND, CALIFORNIA

OVERVIEW

The Board of Directors of Friends of Oakland Animal Services (FOAS) seeks a leader with a demonstrated commitment to progressive animal welfare. This position is ideal for someone who thrives in a small organization experiencing a period of new growth and is able to guide the organization to its next level of excellence. The executive director will work closely with the director of Oakland Animal Services (OAS) to raise essential funding to support existing programs at the shelter and in the community, grow our financial resources, and increase our visibility to the public.

ABOUT FRIENDS OF OAKLAND ANIMAL SERVICES

Friends of Oakland Animal Services (FOAS) provides homes, health, and happiness to Oakland's animals in need. We are a nonprofit 501(c)(3) organization founded in 2005 by shelter volunteers who saw the need to fund critical services for thousands of animals that enter Oakland's only open-door shelter every year.

Over 15 years later, FOAS continues its stand on the front lines of caring for animals in our community by supporting, and in partnership with, OAS. Currently, FOAS employs eight staff members who work directly on life-saving programs at OAS, such as foster programs, adoption outreach, and the Human Animal Support Services program. FOAS staff also includes a part-time program/fundraising director, and a community spay/neuter program manager/admin assistant.

FOAS's annual operating budget is approximately \$1M. In addition to staffing, we fund specialized medical care, transfer costs, and support for the volunteer program at OAS. FOAS also provides a free spay/neuter program for all Oakland residents. We have 7 dedicated board members and are actively recruiting for more.

For more information about FOAS please visit www.FriendsOfOAS.org

ORGANIZATIONAL PRIORITIES

The FOAS Board, staff and key external stakeholders recently participated in a review of the organization's current status and its near term opportunities and challenges to its work. The Board has set the following organizational goals. The Executive Director is expected to carry out these goals and monitor their success.

- Expand Fundraising: Expand fundraising efforts with specific goals to grow and diversify revenue streams through broad community support, major donor campaigns, grant writing, corporate giving and sponsorships, and direct mail appeals. Position the organization for a period of steady growth and ensure long-term financial stability.
- External Communications: Develop and implement a comprehensive external communications strategy with consistent messaging to increase FOAS' visibility in the community. Work collaboratively with OAS to showcase the new and important work OAS is doing and the services it offers.
- Develop and Maintain Strong Collaborative Ties with External Partners: Collaborate closely with Oakland Animal Services and with other local animal welfare groups and ensure positive working relationships.
- Develop a sustainable infrastructure: Build on FOAS' infrastructure to ensure sufficient and appropriate staffing and systems are met at all levels. Establish and monitor good internal communications and staff engagement.
- Board Development: Work with the Board to increase the number of members and to clarify roles, responsibilities, and expectations.
- Long-Term Visioning: Support the Board in a process to establish long-term priorities.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The Executive Director serves as Chief Executive Officer responsible to the Board of Directors for the effective management of the organization. The Executive Director:

- Supports the work of the Board of Directors, and is involved in developing and growing the Board to achieve its priorities and full potential.
- Engages with the Board of Directors in active fundraising to generate revenue that meets or exceeds each year's budget amounts. Develops and maintains strong, well-grounded relationships with FOAS' supporters and funders.

- Recommends to the Board an annual budget and an annual work plan in line with FOAS' mission and vision; provides regular reports on finances and programs to the Board
- Ensures sound fiscal and programmatic operations of the organization
- Recruits, supervises, supports and motivates staff; ensures fair and timely evaluations of all staff. Provides leadership and maintains a healthy and positive work environment.
- Develops and supports internal and external communication systems that engage Board, staff, and stakeholders, and ensures that everyone is informed on organizational decisions and accomplishments
- Develops and maintains strong, positive, well-grounded relationships with Oakland Animal Services and FOAS' other partners and collaborating organizations

CANDIDATE PROFILE

Required Qualifications

FOAS believes in the value of diverse backgrounds and experiences. As such, if you do not have the following experiences/qualifications but you believe you would be an asset to FOAS, please apply and explain how your background and experience would be beneficial in growing and supporting the organization.

- A passion and vision for, and understanding of, progressive animal welfare practices and systems
- A strong track record in raising funds from diverse sources for nonprofit organizations; keen awareness of funding opportunities; and understanding and ability to expand FOAS' donor base
- Experience with developing and implementing successful marketing and public awareness campaigns to raise FOAS' visibility in the community
- Experience in growing a nonprofit organization, and sustaining that growth, using proven business models and strategies
- Previous success in building a culture of teamwork and collaboration
- A minimum of 3-5 years experience in mid to upper-level organizational management with strong experience and success in strategic planning,

operational, programmatic, and fiscal oversight, including legal compliance with all applicable state and federal regulations and adherence to GAAP rules

- Strategic networking skills; ability to build and maintain strong relationships and position FOAS successfully with funders and other providers as a leader in the field
- Excellent verbal and written communications skills, including public speaking and use of electronic media; ability to represent FOAS to the public and advocate on its behalf
- Experience in supporting and developing excellent working relationships with the Board of Directors; ability to engage and motivate them to achieve organizational goals
- Commitment to Diversity, Equity and Inclusion (DEI) principles in hiring, management, and in representing and providing services to all of Oakland

SALARY & BENEFITS

This position is based in Oakland, CA, and the starting annual salary range is \$110,000 - \$130,000 DOE. FOAS offers 15 days of paid vacation, 10 paid holidays, and 9 paid sick days annually. FOAS pays for 70% of employees' health insurance premium. An optional 401k-retirement plan is also offered.

APPLICATION PROCESS

Applicants should send their resume and a cover letter describing their qualifications and interest in the position to executivesearch@FriendsofOAS.org

The application deadline is August 31, 2021. First round interviews will take place on September 8th and 9th.

FOAS is an equal-opportunity employer and is committed to providing a workplace free from harassment and discrimination. We believe in recruiting, hiring, training and promoting people of all backgrounds, including qualified applicants with arrest and conviction records. We have a commitment to equality and will continue to foster a diverse and inclusive environment of belonging.