9/16/21

The Board of Directors of Black Dog Animal Rescue (BDAR) is searching for an Executive Director to lead the organization as we work compassionately and humanely with animals through relationship building, fiscal responsibility, and governmental advocacy.

The Executive Director of Black Dog Animal Rescue (BDAR) is responsible for providing strategic leadership for the organization by working with the Board of Directors and employees to establish and implement long-range goals, strategies, plans and policies through management of resources; oversight, monitoring and evaluation of services including staff; and building and enhancing relationships with government agencies, welfare organizations, and community stakeholders. The ideal candidate will have adaptability, compassion, an entrepreneurial spirit, and collaboratively lead the organization in to the future.

**Essential Duties, include but are not limited to:**

Supervision and management of staff and external resources, to include recruiting and retention through ongoing performance review, day-to-day supervision and mentoring while they carry out projects, initiatives, and programs, and conflict resolution as appropriate; provide leadership that exemplifies core values and mission of BDAR. This person serves as the community “face” of the organization, through networking opportunities, speaking to groups of various sizes, and involvement/membership in a variety of community organizations.

Coordination and oversight of short-and long-term strategic plans with Board of Directors and staff; incorporating mission and vision into daily work processes; stay abreast of best practices and new trends in animal welfare; recommend changes to the Board of Directors as appropriate.

Development and management of budget and financial resources; ensure organization integrity in financial operations, including timely submission of budgetary and financial documents; planning and implementation of giving programs (planned, annual, capital); work with Board of Directors President to review and negotiate contracts; nurture existing relationships with donors and seek out revenue, supporting the fund-raising goals by focusing our sponsor and donor recruitment and supporting the fundraising efforts of the Board of Directors.

**Physical Demands:**

This position requires the ability to perform the following, with or without a reasonable accommodation: work in a sedentary position for up to 50% of the time; occasionally moves in an indoor office environment; frequent exposure to animals, animal fur, dander, and waste, and a possibility of being scratched or bitten; ability to lift up to 75 pounds on occasion;

**Minimum Position Qualifications:**

Possession of, or ability to obtain a valid drivers’ license for local travel to manage community outreach- animal transport may be required on an occasional basis;

Exceptional oral and written communication, with knowledge of computer systems as well as various social media platforms;

Prior supervisory experience;

Minimum three years’ experience in fund development;

Strong attention to detail;

Experience working with other animal welfare or advocacy organizations, as an employee, leader, or volunteer;

Ability to adjust work schedule to be available evenings, nights and weekends as appropriate; some overnight travel may be required.

**Preferred Qualifications:**

Four years or more combination education and experience in animal welfare;

Prior senior leadership experience in a non-profit organization;

Involvement with Wyoming Coalition of Animal Protection *or similar* animal advocacy organization.

Please submit a cover letter detailing your qualifications, along with a current resume for further consideration to bdar-ed-search-committee@googlegroups.com

Position is open until filled, but priority will be given to resumes and cover letters received before **Friday, October 2, 2021.**