

Clarksdale Animal Rescue Effort and Shelter Executive Director

Clarksdale Animal Rescue Effort and Shelter is a 501(c)(3) animal shelter located in the rural Mississippi Delta. It took over the operation of the city shelter in 2015 and moved into its own renovated location in 2017. It contracts with the city and county but must receive most of its funding from other sources, grants, donors, and fund-raising. The Executive Director manages the shelter under the direction of the Board of Directors, with a staff manager and approximately 10 other employees. It is a no-kill shelter and currently intakes approximately 1000-1200 animals per year.

Job Summary:

The Executive Director is responsible for overseeing and managing all aspects of the animal shelter's operations, with the assistance of an operations/staff manager, including administration, finance, personnel, animal care, adoption programs, community outreach, grant-writing, and collaboration with the Board in fundraising. This position requires effective leadership and excellent communication skills.

Responsibilities:

1. Leadership and Management:

- Develop and implement strategic plans, policies, and procedures for the animal shelter.
- Provide overall leadership and direction to staff and volunteers, promoting a positive and compassionate work environment.
- Ensure compliance with local, state, and federal regulations governing animal shelters.

2. Financial Management:

- Develop and manage the shelter's annual budget, including fundraising goals, revenue projections, and expense allocations.
- Identify and pursue funding opportunities through grants, donations, and community partnerships.
- Maintain accurate financial records, monitor expenses, and prepare regular financial reports for the board of directors.

3. Community Engagement and Outreach:

- Develop and maintain positive relationships with community stakeholders, including donors, volunteers, local authorities, and other animal welfare organizations.
- Implement community education programs to raise awareness about responsible pet ownership, spay/neuter initiatives, and animal welfare issues.
- Participate in public events, speaking engagements, and various interviews to promote the shelter's mission and programs.

Qualifications:

- Bachelor's degree
- Experience in a leadership role within a nonprofit organization is a plus.
- Willingness to be trained in animal welfare and shelter management best practices, if no prior experience.
- Excellent communication, interpersonal, and public-speaking skills.
- Ability to manage resources effectively, make sound decisions, and solve problems.
- Ability to manage organization independently, self-starting, resourcefulness needed.
- Experience in fundraising and grant writing.
- Ability to work collaboratively with staff, volunteers, clients, and community partners.

Salary commensurate with experience, paid vacation and sick leave. Resumes should be sent to caresclarksdale@gmail.com