

## **Executive Director**

### **About Us**

Good Mews Animal Foundation is a 501(c)3 non-profit organization. It is one of the few virtually cage-free, limited admission cat shelters in the state of Georgia and the first in the metro Atlanta area. Since its inception in 1988, Good Mews has placed over 10,000 cats in permanent homes and is home to approximately 100 feline residents at any given time. We also have a vibrant foster program, HALO (Home-At-Last-Option) program (servicing cats with special needs), a high-volume spay/neuter clinic that provides services to other rescues and the public, and we operate a TNR (Trap-Neuter-Return) program for community cats.

### **Mission Statement**

Good Mews offers an alternative to traditional animal shelters in the metro Atlanta area by providing a no-kill, cage-free, limited admission haven for homeless, abused, or abandoned cats until placing them in permanent, loving homes. Good Mews promotes public awareness regarding the value of pets, animal welfare, pet overpopulation, and quality human-animal companionship through education and outreach programs.

### **Position Overview**

The Executive Director is responsible for leadership of the day-to-day operations of the organization. This person will execute or oversee, as appropriate, the supervisory, administrative, financial, public/community relations, and development activities necessary to implement the policies and strategic goals, which are based upon the organization's mission, and set by the Board of Directors.

### **Responsibilities**

#### **Leadership/Supervisory**

- Provide effective and respectful guidance and development to direct reports and their reporting staff.
- Responsible for recruitment, employment, and release of personnel. Must be willing to collaborate effectively and proactively with appropriate department directors in such activities and decisions, as applicable.
- Establish and maintain effective working relationships with board members, staff, volunteers, and partners in the animal welfare community.
- Cultivate and maintain an inclusive and team-oriented culture within the organization.
- Demonstrate to the Board, staff, and community a commitment to the philosophy and values of Good Mews.
- Facilitate and perform annual reviews of direct reports and ensure compliance of the same for all employees.
- Ensure compliance with all state and federal employment regulations.
- Ensure the integrity of all operations and that all activities are in alignment with Good Mews's mission and values.

## **Administrative/Financial**

- In collaboration with the Board and department directors, and with the assistance of the Treasurer, develop the annual financial budget by November 1 for presentation to the Board.
- Manage financial resources in accordance with the approved budget.
- Ensure any employees with spending authority are adhering to spending and budget limits.
- Responsible for various organization-side accounting functions including payroll, payables, and account receivables, with oversight by Treasurer and President, and assistance from Bookkeeper.
- Serve as the primary point of contact for professional accounting firm.
- Bring any budget variances to the attention of the Executive Board.
- Develop and maintain all contractual relationships. With the Board President, review and negotiate new contracts for approval by the Board.
- Comply with all policies and procedures established by the Board. Recommend changes, additions, and deletions of policies to the Board when necessary and applicable.
- Ensure development of an annual review and planning process in cooperation with the Board to measure current progress on strategic goals and develop new or alter existing goals as part of ongoing strategic planning.
- Attend all board meetings
- Prepare the monthly and YTD financial reporting package for submission to the Executive Board.
- Prepare a monthly report for the Board providing status of all executive activities and results, with appropriate summaries of all committee activities and results.

## **Public/Community Relations**

- Serve as the public “face” of Good Mews in the community and surrounding areas. Engage appropriate board members and staff for professional and media appearances as applicable.
- Develop, via community networking and personal contacts, working relationships with mission-appropriate organizations and identify, subject to Board approval, potential program collaborations in the community that are beneficial to participating organizations while meeting demonstrated needs in the community.
- With the Director of Development, provide leadership and advocacy in representing Good Mews to funding sources, community and civic organizations, business affiliates, and regulatory agencies.

## **Development**

- Work with the Director of Development in planning, implementing, and evaluating the effectiveness of all fundraising and outreach programs to meet program and financial goals.
- Ensure the development and implementation of programs and services that meet community needs, advance our mission and vision, and brand Good Mews as a leader in humane education and advocacy and as a respected resource for cat adoption and spay/neuter facilitation.
- Work with local, state, and national resources to establish Good Mews as a local leader in disaster-preparedness education and work with other organizations and internal staff/volunteers to hold appropriate educational programs at our training space.

## **Miscellaneous**

- Operate within all applicable legal and IRS regulations
- Adhere to high ethical standards, and in accordance with the standards set forth by the Association of Fundraising Professionals
- Treat all animals humanely, with compassion and concern, both on and off the job, and transmit these values to others.
- Follow all safety rules to ensure a safe working environment at all times. Take immediate action to address any safety concerns or noncompliance of safety rules that could put an employee, volunteer, visitor, animal, or the organization at risk.
- Function as primary emergency contact for organization
- Other duties as assigned.

## **Qualifications**

- BA/BS, preferably in nonprofit business management, business, or related field.
- Established animal welfare professional with at least 5-7 years' experience working in an animal rescue/shelter environment, and at least 3 years leadership and management experience, or an equivalent combination of related education and experience.
- Experience working with a Board of Directors.
- Effective budget management skills with demonstrative experience.
- Familiarity with planned giving and major gift development principles.
- Effective data analysis skills.
- Working expertise in major technical platforms (MS Office, Google Workspace, etc).
- Excellent oral and written communication skills.
- Demonstrable effective management skills.

## **Salary and Benefits**

- Salary range for this position is between \$95,000-105,000 annually, commensurate with experience.
- Paid holidays and PTO provided.
- Access to Thrive MD 24/7 preventative care and Thrive Employee Assistance.

## **Environment/Working Conditions**

- This position allows for the flexibility to work remotely up to 40% of the time. Approximately 3 days per week onsite presence is required. Must be flexible to work evenings and weekends as needed to represent Good Mews at meetings and events.
- May require periodic travel to attend events, community meetings and other organizational activities.
- Must be able to lift up to 40 pounds occasionally.
- Must be able to regularly utilize stairs to arrive at office and meeting space.