**Executive Director**

Operation Paws for Homes

Operation Paws for Homes is a 501(c)3 nonprofit organization devoted to the rescue, rehabilitation and placement of dogs and cats who have overcome great odds and deserve wonderful, caring forever homes. We are currently searching for an Executive Director to support our efforts in Maryland, Washington, DC, and Virginia. This is a hybrid position and the successful candidate must be readily available to support the operation on a day-to-day basis in the DMV area as needed.

**Position Overview:** The Executive Director of this animal rescue is responsible for the overall management and operation of the organization. This position works with the Board of Directors to execute the strategic vision and goals, and develop and implement policies and procedures. The Executive Director is also responsible for fundraising, marketing, budgeting and fiscal management, as well as public relations.

To be successful in this role, you need to have a strong passion for animals and a commitment to animal welfare with a positive, will-do attitude. You should also have excellent leadership, management, and communication skills.

The Executive Director plays a vital role in ensuring the safety and well-being of animals in its care.

**Specific duties and responsibilities include:**

* Reports to and meets regularly with the Board of Directors, maintaining open communication and disclosure of the conditions, operations, and needs of the organization.
* Builds positive working relationships with the Board of Directors, volunteers, employees, vendors, and shelters.
* Responsible for the development and oversight of all programs and services.
* Ensures that the organization complies with all applicable laws and regulations
* Develops and oversees Operating Budgets for and is accountable for expenditures.
* Drafts, presents, and recommends organizational policies and programs to the Board. Ensures approved policies and procedures are regularly reviewed and changed when necessary.
* Provides Executive leadership for all staff and volunteers. Ensure they are trained to perform their roles.
* Maintains financial records showing business transactions and tax information.
* Uses internet and software tools to analyze statistical data to develop new strategies, projection and trends to prepare reports.
* Facilitates periodic audits and compliance activities for the organization.
* Supports and directs public relations activities to build and maintain relationships with other organizations and the public. Seeks out and maintains community contact with civic groups and public officials.
* Meets fundraising goals to support the fiscal requirements of the organization and its operations.
* As the external face of the organization, builds and maintains relationships with officials, donors, partners, media and the community. Networks with other Executive Directors,shelters, and animal welfare/rescue groups..
* Stays current on animal welfare issues as well as the changing needs of the organization. Ensures compliance with all applicable laws and regulations.
* Responsible for oversight of all OPH Animal Welfare programs including, but not limited to, adoption efforts, behavioral issues and training, shelter programs, animal return and surrender, transport oversight/management,returns and surrenders.
* Executes other duties as requested by the Board of Directors.

**Supervisory Responsibilities:**

* Oversees the daily administration of the organization by implementing policies, procedures, and programs.
* Drafts and implements performance standards; conducts performance reviews for senior leadership.

**Skills and Experience:**

* Undergraduate degree required an advanced degree in a related field preferred
* Minimum 8 years of progressively responsible work experience in nonprofit leadership; strong preference for previous experience in animal rescue and related environments
* Demonstrated staff management, program development, monitoring, evaluation, budget/fiscal management, donor cultivation, fundraising, grant writing, administration and risk management.
* Authentic leadership: demonstrated ability to promote an organizational culture that reflects OPH’s core values of community, services, accountability, integrity and equity. Leadership style that focuses on true collaboration of individuals/volunteers/staff from a variety of cultures/backgrounds with a variety of skills and perspectives.
* Successful and significant fundraising and grant writing experience
* Financial management experience, including effective management of budgets.
* Proven people management skills; demonstrated ability to deliver results and translate words into action.
* Keen diplomatic and interpersonal skills; ability to enhance internal and external relationships, including with volunteers, employees, partners and donors. Ability to work successfully and with utmost integrity and respect.
* Ability to heighten the visibility of OPH and its programs, both within the OPH network and in the external environment.
* Superior organizational skills; ability to set priorities and effectively manage time in a fast-paced team environment.
* Proven digital literacy to include experience using MS Office, Google drive.
* Work is virtual with requirements to meet face to face as required.
* Ability and willingness to regularly travel in between the Virginia, DC, Maryland and Pennsylvania area and potentially accompany transport from shelter/rescue partners in NC, SC, Tennessee, Georgia, Mississippi and Virginia as needed).
* Must possess an abiding respect and compassion for animals.
* Available to accommodate a flexible work schedule including weekends, evenings and some holidays as needed.

**Salary Range: $75,000 – 90,000**

Posted pay ranges apply to US-based candidates. Ranges are based on various factors including the labor market, job type, internal equity, and budget. Exact offers are calibrated by work location, individual candidate experience and skills relative to the defined job requirements.

**Benefits:**

OPH does not offer health insurance but instead offers a Health Reimbursement Arrangement (HRA) to contribute to your health care costs.

OPH recognizes statutory holidays including New Year’s Day, Christmas, Thanksgiving, and the Friday following Thanksgiving, July 4th, Memorial Day, and Labor Day.

OPH does not have a 401K plan nor are we able to provide health benefits beyond the healthcare supplement available to those candidates that qualify.

**Physical Requirements and Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

* Ability to lift 50 pounds unassisted regularly, 50+ pounds assisted.
* Ability to be comfortable working with cats, dogs,
* Due to the nature of rescue work, may be exposed to deceased, fractious, or aggressive animals; hostile or irate persons; zoonotic or other diseases; unpleasant noises, odors, or sights; and extreme temperatures.

**Resumes may be sent to careers@ophrescue.org**

**Operation Paws for Homes**

<https://ophrescue.org/aboutus>

Operation Paws for Homes is a 501(c)3 nonprofit organization devoted to the rescue, rehabilitation and placement of dogs and cats who have overcome great odds and deserve wonderful, caring forever homes. These dogs and cats are rescued from overcrowded shelters in the southern region of the United States, including South Carolina, Tennessee, Mississippi, Alabama, and Virginia. We partner with local shelters as needed. We also rescue a few international dogs by partnering with shelters and rescues in India and Kosovo who rescue dogs from dangerous and deplorable conditions.

Our organization is volunteer-powered by a dedicated group of animal lovers who have seen the horrors and sad fate of animals who find themselves abandoned and left to fend for themselves in the world. At the rural shelters, the staff faces everyday challenges of few adopters, underdeveloped spay/neuter programs in their counties, and (in many instances) local residents who do not understand the need to spay/neuter or engage in rescue activities. With limited resources and few adoptions locally, the shelters are forced to put down a significant percentage of their animals.

After visiting these facilities and seeing the heartache on the faces of the shelter staff and the animals in their care, we started OPH to help give these deserving dogs and cats a second chance. We have some of the best shelter and rescue partners! There is no better feeling than pulling out of the shelter’s parking lot with 25 lucky dogs and cats who are being given a new lease on life! In doing so - we give hope to these amazing Shelter Partners that the animals they have cared for will find forever homes. In fact, part of our mission is to support these facilities through donations, guidance, and resources.

OPH does not operate a shelter or have a physical location. We rely on foster families who open their homes to give love and attention to each dog while it waits for a forever home. In addition, we partner with boarding facilities who care for our rescue animals. Through the foster program and our partners, we learn about each dog and its needs. These animals have been through a lot and it may take days or weeks to allow their personality to completely unfold. We strive to provide as many details as possible to potential and future adopters which increases the likelihood of a good match for each dog and family.