

## City Dogs & City Kitties Executive Director



This is a unique opportunity to lead a dynamic nonprofit rescue organization based in our nation's capital and dedicated to saving dogs and cats. You will work closely with a well-connected and committed Board of Directors, a passionate team of volunteers, and a small, dedicated staff to expand our lifesaving work.

If you have a passion for saving dogs and cats and a track record of successful leadership, we invite you to apply for the role of Executive Director (ED) of City Dogs & City Kitties (CDCK).

### Qualifications and Duties

The ED of CDCK is responsible for overseeing the organization's consistent achievement of its mission. This includes leading and managing the team to ensure sound planning, implementation of best practices, and delivery of quality services and animal care. The primary focus is to achieve lifesaving goals for both dogs and cats and meet fundraising objectives to ensure the organizations sustainability.

The ideal candidate will have:

- Passion for and a deep commitment to the mission of CDCK.
- Substantial experience that includes demonstrated past successes in leadership and fundraising.

Important areas of demonstrated past experiences and skills include:

- Leadership of organizations in the nonprofit or for-profit business sector with success in establishing and achieving goals.
- Highly motivated self-starter.
- Fundraising.
- Community engagement, media relations and/or marketing.
- Effectively working with boards of directors.
- Excellent communication skills; able to speak to a variety of audiences.
- Strong organizational skills that ensure smooth operations.
- Staff and project management.
- Desire and ability to absorb and apply new information including a commitment to keeping up with the latest animal welfare best practices.
- Animal sheltering and/or lifesaving program experience is a strong plus.

Successful candidates must be willing to:

- Make a minimum two-year commitment to CDCK.
- Live in or relocate to the Washington, DC area.
- Work at new office in the Logan Circle neighborhood for regular office hours.

### Responsibilities include overseeing and ensuring implementation of:

- Animal Care Standards: Ensuring their humane treatment, increasing adoptions, quality animal care, enrichment and medical rehabilitation of dogs and cats when appropriate.
- Program Development and Management: Evaluation, planning and execution of programs providing animal care services and outreach to the community.
- Communications: Overseeing marketing and publicity for the organization's activities, programs, and goals. Being the face of the organization to the media. Working with local businesses, community groups, other animal welfare and non-profit organizations, the news media and the general public to convey the mission and work of CDCK.

- **Development:** Creating and working a comprehensive development plan to ensure adequate resources for the work of CDCK.
- **Staff/Volunteer Management and Development:** Maintaining a climate which attracts, retains, and motivates a diverse staff of top quality people who support and promote the mission and goals of CDCK. Ensuring that sound human resource and volunteer management practices are in place that abide by local, state, and federal law.
- **Budgeting:** Ensuring the development and management of an annual budget and preparation of financial reports. Ensuring the annual audit is completed on a timely basis.
- **Compliance with Laws and Regulations:** Understanding and ensuring operational compliance with current federal, state, county, and local laws, regulations, and guidelines. Overseeing record-keeping practices for animal tracking, veterinary care, adoptions, and personnel files.
- **Facility:** Assisting with the design and leading the build-out of the new facility that set to open by the end of this year. Overseeing ongoing facility management/maintenance.

### **Requirements**

- **Education:** Bachelor's degree ~~is strongly preferred.~~
- **Experience:** Minimum of three years of experience in a senior leadership position with strong and transferrable skills.
- **Location:** Residence in or relocation to the Washington DC area.
- **Ability to work with and around animals:** Allergic conditions which would be aggravated when handling or working near/with cats or dogs may be a disqualification.
- **Time commitment:** A minimum commitment of two years to CDCK.
- **Valid driver's license:** for the state in which you reside and the ability to obtain a local driver's license within 20 days of starting employment is a requirement for continued employment and will be verified. Maintaining a satisfactory driving record is an ongoing condition of employment.

### **Nature of Employment**

The ED reports to the President of the Board of Directors. It is an exempt position, which requires a minimum of 40 hours per week and may include weekend, night, and holiday work. There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of CDCK that employment for this position is at will, which means that employment is for no specified term and the employee or CDCK may terminate that employment at any time without cause.

### **Compensation**

The starting salary range is \$75,000 to \$85,000 dependent upon experience. Benefits, including relocation costs if needed, are negotiable.

### **How to Apply**

Email a one-page cover letter and resume to: CDCK Search Committee c/o Diane Blankenburg of Humane Network at [info@humanenetwork.org](mailto:info@humanenetwork.org). Acknowledgement will be emailed upon receipt of your cover letter and resume.

**Closing date:** Applications will be reviewed as they are received. Applications received after **March 20** may not be considered.

### **About CDCK**

CDCK is a non-profit organization founded in 2011. We have saved over 9,000 dogs and cats in need. Our goal is to provide a lifeline to as many dogs and cats in need as possible. CDCK is and plans to remain a foster-based organization even with the opening a new operations and admissions center later this year. The new facility will be located in the Logan Circle neighborhood in northwest DC, easy walking distance to the Metro and residential neighborhoods.

CDCK does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, or any other characteristic prohibited by law, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, vendors, and clients.

### About the Community

While Washington DC's population is just over 700,000 people, the greater metro area is home to over 6 million people. It's a diverse and young city, with 47% of adults under age 45. The city is comprised of multiple neighborhoods, including bohemian Adams-Morgan and historic Georgetown. The city includes an array of world class museums and galleries - including the Smithsonian and the National Gallery.

Nearly 20% of Washington's total area is greenspace and parkland. There are scores of great restaurants offering diverse dining opportunities. There's also a wealth of nightlife options in DC, from performances at the Kennedy Center to music venues along U-street. DC has sports covered, too, with teams in all six major pro sports, Division I NCAA basketball, and a college football program.

The city has a robust public transportation system for those who prefer to avoid city traffic. It's also very biking/walking friendly. Many people who work in Washington, DC, reside in nearby Northern Virginia or Maryland.

