

Heaven Can Wait Animal Society Executive Director Job Description



This job opening, to lead an essential nonprofit low-cost spay/neuter clinic located in Las Vegas, Nevada, provides a unique opportunity. The 20-year-old organization is a critical resource for the community, serving numerous rescue groups, a major TNR group, as well as low-income individuals.

Are you looking to make a dramatic difference for animals? This is the job for you!

If you have a passion for spay/neuter and a track record of successful leadership, we invite you to apply for the role of executive director (ED) of Heaven Can Wait Animal Society (HCW).

Qualifications and Duties

The ED of HCW is responsible for overseeing the organization's consistent achievement of its vision, mission, and financial objectives. The ED is also responsible for planning, organizing, and supervising all aspects of HWC operations, overseeing the development and implementation of a strategic plan for the long-term growth and success of the organization, and ensuring high-quality high-volume spay/neuter services.

The ideal candidate will have:

- Passion for and a deep commitment to the mission of helping cats and dogs in the community through spay/neuter.
- Substantial experience that includes demonstrated past successes in leadership and fundraising.

Important areas of demonstrated past experience and skills include:

- Leadership of organizations in the nonprofit or for-profit business sector with demonstrated success in establishing and achieving goals.
- Fundraising.
- Community engagement and marketing.
- Effectively working with boards of directors.
- Excellent communication skills; ability to speak to a variety of audiences.
- Strong organizational skills that ensure smooth operations.
- Management of both staff and budgets of equivalent size.
- Drive and skills to create and lead a team to achieve excellence and consistently meet goals.
- Desire and ability to absorb and apply new information, including a solid commitment to keeping up with the latest industry best practices.

Responsibilities

- Animal Care Standards: Overseeing the welfare for all animals who come under the care of HCW and ensuring quality care in conjunction with the Medical Director.
- Program Development: Evaluating programs and assuring that programs support the mission of the organization.
- Communications: Overseeing marketing and publicity for the organization's activities, programs, and goals. Working with the news media as well as online and social media to convey the mission and work of HCW in ways that encourage community support and engagement.
- Community Outreach and Engagement: Working with local businesses, community/civic organizations, and other animal welfare and nonprofit organizations to support the

achievement of goals. Creating a robust volunteer program that engages people in ways that support the mission of HCW.

- **Development:** Creating a comprehensive development plan and effectively executing it to ensure adequate resources for the work of HCW. Overseeing all development and fundraising efforts and achieving agreed-upon goals. Responsibilities include donor acquisition and cultivation, ongoing donor communications, and appropriate record keeping.
- **Staff Management and Development:** Maintaining a climate that attracts, retains, and motivates a diverse staff of top quality people who support and promote the mission and goals of the organization. Overseeing human resources (both paid staff and volunteers) including recruiting, on-boarding new people, and providing direction, management, training and, when necessary, the release of personnel. Ensuring that job descriptions are maintained, that regular performance evaluations are conducted, that motivation systems are utilized, and that sound human resource practices are in place that abide by local, state, and federal law.
- **Budget and Finance:** Developing and maintaining sound financial practices including the preparation of financial reports, budgets, and summaries; submitting budgets for approval; and monitoring compliance of expenditures within approved budgetary constraints.
- **Compliance with Laws, Regulations, Policies, and Guidelines:** Understanding and ensuring operational compliance with current federal, state, county, and local laws, regulations and guidelines that affect operations. Overseeing record-keeping practices for legally compliant animal tracking and veterinary care, staff personnel files, budgetary accountability, donor records, and all other functions. Maintain official records and documents.

Requirements

- **Education:** Bachelor's degree or higher is strongly preferred.
- **Experience:** Minimum of five years of experience in a senior leadership position with strong and transferrable skills.
- **Location:** Residence in or relocation to Las Vegas metro area.
- **Ability to work with and around animals:** This includes working with and around sick, injured and/or fractious animals; loud noises; chlorine and other chemicals; and inclement weather. Allergic conditions that would be aggravated when handling or working with animals may be a disqualification.
- **Time commitment:** A minimum commitment of three years to HCW.
- **Valid Nevada driver's license:** Attaining (or possession of) a valid Nevada Driver's License within 20 days of start of employment is a requirement for continued employment and will be verified. Maintaining a satisfactory driving record and valid Nevada driver's license are an ongoing conditions 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 8 hours per day, 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 HCW that employment for this position is at will, which means that employment is for no specified term and the employee or the organization may terminate that employment at any time without cause.

Compensation

The starting salary range is \$65,000 to \$75,000. Starting salary dependent upon experience. Benefits (and relocation costs if needed) are negotiable.

How to Apply

Email a one-page cover letter and resume to: info@humanenetwork.org. In the subject line, please mention: HWC ED Search Committee. Acknowledgement will be emailed upon receipt of your cover letter and resume.

Closing Date: Applications received after March 22, 2020 will not be considered.

About HCW

HCW is a nonprofit organization incorporated in 2000 to provide affordable spay/neuter services to cats and dogs in Las Vegas. Through these services, HCW plays a vital role in animal lifesaving in the greater Las Vegas area.

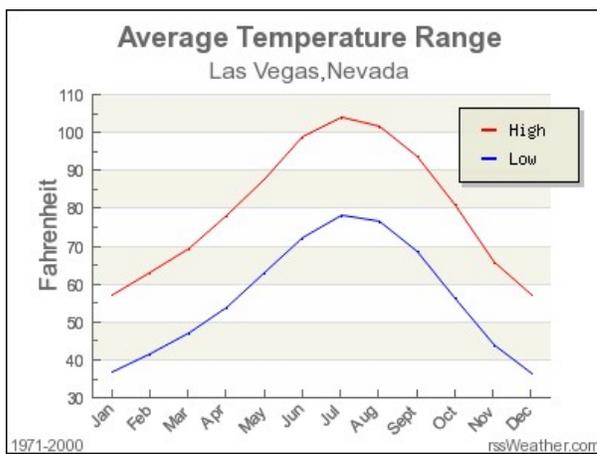
To date, HCW has provided more than 150,000 lost-cost sterilization services in Las Vegas by focusing on the critical needs through targeted spay and neuter surgeries for companion animals and free-roaming cats, which is proved to reduce pet over population as well as the euthanasia rate at the shelters.

About the Community

HCW is located in sunny Las Vegas, Nevada, *The Entertainment Capitol of the World*. A world-class tourist and convention destination, Las Vegas is home to more five-star hotels than any other city in the world and a tremendous variety of restaurants and dining options. The city attracts countless concerts, shows, and events.

There are plenty of outdoor recreational opportunities including golfing, hiking, biking, and boating. Lake Mead, Valley of Fire State Park, Zion National Park, and Death Valley National Park are all short drives from Las Vegas. Lake Tahoe and Reno are a short flight away. Las Vegas McCarran Airport is one of the top 10 airports in the country, offering easy connections to other destinations.

Las Vegas is the county seat of Clark County and the largest city in Nevada. The community boasts a positive economic outlook. The University of Nevada, Las Vegas has become a thriving research university.



Las Vegas gets nearly 300 sunny days each year. Average high temperatures are 58 degrees in December and January (the coldest months) and 106 degrees in July (the warmest month).