

## BrightSide Animal Center Executive Director



BrightSide Animal Center (BrightSide) is a *high-save* shelter dedicated to providing sheltering, placement, and prevention services to reduce animal homelessness and unnecessary euthanasia. As an independent, 501(c)(3) nonprofit organization, BrightSide has been helping people and animals in Central Oregon for over 30 years.

This is a unique opportunity to be a part of a dynamic leadership team who will usher in a new phase of growth and innovation at BrightSide. We are a passionate, high-performing team who believe that collaboration is key to our success. We do our best work by leveraging each other's strengths and making sure to create opportunities for the work to be fun and meet our individual goals.

As a Socially Conscious Shelter, BrightSide strives to ensure the best possible outcomes for every homeless animal in our care and community. We envision a better world for animals and the people who love them, and we're dedicated to making that vision a reality.

If you have a passion for animals, collaboration, program-building, fundraising, and possess a proven track record of successful leadership, we invite you to apply for the role of Executive Director of BrightSide Animal Center.

### Qualifications and Duties

The Executive Director (ED) of BrightSide 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 BrightSide operations (including the thrift store and can and bottle recycling program), directing the development and implementation of a strategic plan for the long-term growth and success of the agency, and ensuring quality animal care while sustaining the successful lifesaving work of the agency.

The ideal candidate for this position will be:

- Passionate about and have a deep commitment to the mission of BrightSide.
- Experienced and have demonstrated past successes in progressive animal welfare leadership and fundraising.
- Energetic, self-motivated, team oriented and flexible in a constantly changing environment.

Important areas of demonstrated past experiences and skills include:

- Leadership of organizations in the non-profit sector (ideally in animal welfare) with demonstrated success in strategic planning including establishing and achieving goals.
- Fundraising experience.
- Excellent communication skills, both written and verbal; able to speak to a variety of audiences.
- Management experience both with staff and budgets of equivalent size and complexity.
- Knowledge of animal welfare issues.
- Effectively working with boards of directors.
- Strong organizational skills that ensure smooth operations.
- Desire and ability to absorb and apply new information including a solid commitment to keeping up with the latest industry best practices.

- Interpersonal skills including conflict resolution and sound judgment; possessing patience, tact and the ability to handle and appropriately respond to the expression of a wide range of strong emotions including anger, grief, frustration and joy.

Successful candidates must be willing to:

- Make a minimum three-year commitment to BrightSide.
- Relocate to the BrightSide service area.

### **Responsibilities**

- **Strategic Leadership:** Working with the board, staff, and community to ensure that the mission and core values of BrightSide are realized, and the organization has sufficient resources to support its work into the future.
- **Program Development:** Assuring that the organization has a strategy for program evaluation and development which supports the mission. This will include the planning, execution, and assessment of programs which engage the public and provide animal care such as adoptions, outreach, animal welfare education, and other programs designed to meet the needs of animals and the people who care about them.
- **Thrift Store Oversight:** Overseeing the management of the BrightSide Animal Center Thrift Store to ensure operations are efficient and revenues are maximized in support of BrightSide's overall mission.
- **Can and Bottle Recycling Program:** Overseeing the management of the recycling program for cans and bottles to expand and maximize opportunities, ensure operations are efficient, and increase revenue in support of BrightSide's overall mission.
- **Animal Care Standards:** Overseeing the care for all animals that come under the protection of BrightSide and ensuring their humane treatment. This includes implementing short- and long-term strategies which increase adoptions, improve animal care, provide enrichment and medical rehabilitation, encourage spaying and neutering, help pets stay with their responsible caregivers, and support the enforcement of animal cruelty laws.
- **Community and Government Relations:** Working with community groups, businesses, governments and other animal welfare organizations within the community to increase support for BrightSide and meet the needs of the animals in the community. This may include developing collaborative programs and services and staying abreast of legislative developments that affect animals.
- **Communications:** Overseeing marketing and publicity for the organization's activities, programs, and goals. Working with the news media and the general public to convey the mission and work of BrightSide, engage new supporters and create alternative sources of funding.
- **Development:** Creating a comprehensive development plan in collaboration with the Development Manager and supporting its execution to ensure adequate resources for the work of BrightSide. Overseeing all development and fundraising efforts.
- **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, goals, and core values of BrightSide. Overseeing human resources (both paid staff and volunteers) including recruitment, employment, direction, management, and release of all 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: Ensuring that policies are periodically reviewed, updated and shared with staff to ensure compliance. 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, adoptions, staff personnel files, budgetary accountability, and all other functions. Maintaining official records and documents.

### **Requirements**

- Education: Bachelor's degree required.
- Experience: Minimum of five years of experience in leadership or senior management position in an animal welfare organization.
- Location: Residence in or relocation to the BrightSide service area.
- Ability to work with and around animals: This includes working with and around diseased, injured and/or fractious animals, loud noises, chlorine and other chemicals, and inclement weather. Allergic conditions which would be aggravated when handling or working with animals may be a disqualification.
- Physical ability: Able to sit for long periods of time.
- Computer skills: Proficient with Microsoft Office products.
- Time commitment: A minimum commitment of three years to BrightSide.
- Valid Oregon Driver's License: Attaining (or possession of) a valid Oregon Driver's License within [number] days of start of employment is a requirement for continued employment. Maintaining a satisfactory driving record and valid Oregon Driver's License are ongoing conditions of employment.

### **Nature of Employment**

The ED reports to 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.

### **Compensation**

The salary range is \$80,000 to \$90,000. Starting salary dependent upon experience. Benefits include paid time off, health insurance and other optional insurance with employee contribution. Relocation costs can be negotiated if needed.

### **How to Apply**

Email your one-page cover letter and resume to: BrightSide 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.

Applications will be reviewed as they are received. Applications received after July 15, 2023 may not be considered.

## About BrightSide Animal Center

With an annual budget of about \$1.3 million and 32 part-time and full-time staff members, BrightSide is a community-supported, nonprofit animal welfare shelter that has provided services to Central Oregon for over 30 years. It also operates a thrift store and a can and bottle recycling program to supplement charitable donations. Located in Redmond, Oregon, BrightSide serves northern Deschutes County including the cities of Redmond, Terrebonne, Sisters, Tumalo, and Bend.

Over half of the approximately 1,500 dogs and cats who arrive at BrightSide each year enter the shelter as strays, through city and county contracts. As a Socially Conscious Shelter, BrightSide strives to ensure the best possible outcomes for every homeless animal in our care and community. The shelter's goal is to place every dog and cat into a loving home except for sick or injured animals that have poor prognosis for quality life or aggressive animals that pose a threat to the community. No animals are euthanized for time or space.



## About the Community

Redmond, Oregon is a mid-sized, quaint high desert community, nestled in the heart of Central Oregon with panoramic views of the snow-capped Cascade Mountain Range. Known for its progressive and innovative leadership, the City enjoys a state-wide reputation for its ability to undertake and implement projects and programs that benefit its current and future residents. The demographic profile ranges from young families to retirees.

Visitors and residents enjoy over 300 days of sunshine and refreshingly cool desert evenings. Redmond combines a rich community heritage and small-town charm with a zeal for the great outdoors. One can dine at one of Redmond's family-owned cafes, craft breweries, or the growing number of specialty restaurants that have recently called Redmond home. During the summer months, one can enjoy weekly free concerts in the canyon parks and an active farmers market featuring local goods at Centennial Park downtown.

In the heart of Redmond is the Dry Canyon, a 250-acre multi-use park and trail system. The Dry Canyon Trail is a 3.7-mile-long paved trail that winds between volcanically formed canyon walls, city parks and protected natural areas. Whether in search



of a relaxing day hike or a rigorous climb, one will appreciate the variety of choices in and around Redmond.



Long known as the *hub* of Central Oregon, Redmond has attracted newcomers from all over. During the last 20 years, the city has steadily grown to more than 30,000 citizens today. This has brought about rapid change and remarkable success.