

## **Friends of Front Street Shelter Executive Director (full-time)**



Friends of Front Street Shelter (FOFSS) is the official nonprofit of the Front Street Animal Shelter, raising private resources and donations to support the many programs and activities that save the lives of animals in need.

The Executive Director is responsible for overseeing the organization's consistent achievement of its vision and mission and supporting the organization's financial objectives. The Executive Director specifically oversees the organization's finances, development/fundraising, and communications, including reporting the status of the organization to the board on a regular basis.

### **Responsibilities**

#### **Administration**

- Schedule board meetings Coordinate application and renewal of annual GL, D&O, and other insurance
- Coordinate with president on completion and circulation of meeting agendas
- Coordinate with secretary on completion and circulation of minutes
- Coordinate with bookkeeper on completion and circulation of monthly financial reports
- Coordinate planning and scheduling of annual board retreat
- Renew ASCAP and BMI licenses annually
- Renew annual raffle registration CT-NRP-1 (AG)

#### **Finance**

- Draft checks at least weekly in response to Expenditure Requests for officer signature
- Draft checks to pay invoices for budgeted items
- Enter checks, debit charges, and credit charges in the monthly register
- Assign account codes to all checks, debit charges, and credit card charges in the monthly register
- Transmit the monthly register to the bookkeeper
- Communicate with the bookkeeper to resolve issues about checks and charges
- Review credit card charges for compliance with budget
- Ensure monthly payment of credit card invoice

#### **Donor Management**

- Scan or list donation checks to identify donors and donation amounts
- Review all fundraising platforms at least monthly to identify donors and donation amounts
- Download donor spreadsheets from major online fundraisers (e.g., BDOG, Giving Tuesday)
- Coordinate, plan, and execute direct-mail thank you letters for major online fundraisers
- Enter or coordinate entry of donors and donation amounts in Bloomerang
- Draft or coordinate thank-you letters to donors donating by check or credit card
- Draft or coordinate annual thank-you letters to donors making scheduled monthly donations
- Identify donors and donation amounts for annual donor recognition boards in shelter
- Coordinate and plan donor recognition boards in shelter
- Plan or coordinate annual donor recognition event

#### **Fundraising**

- Develop and implement overall development plan

- Coordinate with shelter staff for Big Day of Giving
- Coordinate with shelter staff for Giving Tuesday
- Coordinate with event planners and shelter for major fundraising events (e.g., Brewfest, Paws to Party)
- Coordinate planning and drafting of direct-mail campaigns (e.g., EOY, Valentine's Day)
- Track financial results of direct-mail campaigns
- Coordinate and plan participation in employee-giving campaigns (e.g., Our Promise, United Way)
- Coordinate and plan participation in retail donor campaigns (e.g., Target Circle, Subaru Share the Love)

### Communications

- Coordinate or regularly post to and update social media platforms (e.g., Facebook, Twitter, Instagram)
- Coordinate or regularly post to and update website
- Review and post thanks to Facebook birthday fundraisers
- Coordinate planning and drafting of brochures and other printed materials
- Coordinate planning and ordering of promotional giveaways
- Draft and send letters to cash-grant recipients to document payment and request recognition
- Coordinate planning, drafting, and submission of advertorials or advertisements for Pride magazine
- Coordinate Friends' participation in offsite events
- Coordinate or respond to miscellaneous communications through social media, website, or mail
- Coordinate or draft impact statement for website
- Coordinate or draft annual report to donors

### Reporting

- Coordinate with accountant for timely completion of Forms 990 (IRS), 199 (FTB), and RRF-1 (AG) annually
- Coordinate with officers for completion and timely filing of Form SI-100 (SOS) at least every two years)
- Complete and file ASCAP and BMI quarterly reports
- Complete annual raffle report CT-NRP-2 (AG)
- File return and pay sales taxes as frequently as mandated by CDTFA

### **Qualifications**

- Passionate about and have a deep commitment to the mission of FOFSS.
- Experienced and demonstrated past successes in management and leadership, including financial oversight.
- Experience in non-profit management preferred.
- Non-profit development/fundraising experience.
- High level of professionalism.
- Excellent communication skills, both written and verbal; able speak to a variety of audiences.
- Strong interpersonal skills including conflict resolution and sound judgment; possessing patience and tact.
- Strong organizational skills and attention to detail and follow-through on commitments.
- Evaluating problems accurately and displaying good, sound judgment.
- Ability to use computer systems and programs and to learn new computer programs as needed.

- Knowledge of animal welfare issues.

## **Requirements**

- Education: Bachelor's degree preferred.
- Experience: Minimum of three years of experience in a leadership or senior management position with strong, transferrable skills and some animal welfare experience is preferred.
- Location: Residence in the greater Sacramento area and familiarity with community is preferred.
- Computer skills: Comfortable and proficient with computer technology, including Microsoft Office.

## **Nature of Employment**

The Executive Director reports to the Board of Directors with the primary liaison being the President of the board. It is a full-time, exempt position, which requires a minimum of 40 hours per week and may include weekend, night, and holiday work.

## **Compensation**

Starting salary will be dependent upon experience. Benefits include paid time off and may include health insurance stipend.

## **How to Apply**

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

Applications will be reviewed as they are received. Applications received after February 15, 2022 may not be considered.

## **About Friends of Front Street Shelter**

FOFSS committed to assisting the Front Street Animal Shelter achieve its goal of saving the lives of all stray, abandoned, and abused animals who come through its doors. We support the many programs and activities needed to care for and find loving, forever homes for homeless animals. And we support causes that improve the lives of pets throughout the region.

## **About the Community**

Sacramento is not only California's state capital, it is a growing metropolitan region with the seventh largest world economy. It is the largest city in a six county region, serving a population close to 500,000 in the city and nearly 2.5 million people in the region.

Sacramento itself is a cultural and recreational destination, with an orchestra, professional opera and ballet companies, numerous performing arts venues, a lively museum community including the oldest art museum west of the Mississippi River, professional sports, and endless opportunities for sporting and recreation activities.