

## **JOB DESCRIPTION – EXECUTIVE DIRECTOR**

**Cat Haven Inc.  
Cat Haven Adoption Center  
Baton Rouge, Louisiana**

**Reports To:** Board of Directors  
**Status:** Full Time, Salaried Exempt  
**Compensation:** To be determined

The Executive Director is the chief executive officer of Cat Haven. The Executive Director reports to the Board of Directors and is responsible for the organization's consistent achievement of its mission and financial objectives.

### **ESSENTIAL DUTIES AND PRIMARY JOB PURPOSE**

- Provide leadership and resources to manage the programs and initiatives of the organization under the guidelines of the mission statement
- Lead, manage, and supervise all employees and committees, and ensure proper performance of appropriately-delegated duties in accordance with the policies approved by the organization's Board of Directors
- Work in concert with the Board of Directors to develop and implement budgets, policies, procedures, and strategies for the successful achievement of the mission
- Coordinate and implement fundraising and capital appreciation efforts to maintain a sound financial base

### **SPECIFIC RESPONSIBILITIES**

#### **Strategic/Administrative**

- Assure that the organization has a long-range strategy which achieves its mission and toward which it makes consistent and timely progress
- Provide leadership in developing programs and organizational/financial plans with the Board of Directors and staff and carry out such plans and policies as authorized by the Board.
- Maintain official records and documents and ensure compliance with federal, state, and local regulations
- Establish sound working relationships and cooperative arrangements with community groups, volunteers, and other animal welfare organizations whose missions align with the organizations

#### **Marketing**

- Serve as the primary marketing and representative for the organization and, as such, foster beneficial relationships with donors, businesses, and foundations
- Meet with potential donors to promote the organization's mission, philosophy and long-range plans
- Promote development of an evolving, comprehensive and dynamic marketing plan designed to emphasize the scope of the organization
- Publicize the activities of the organization, its programs and goals

#### Financial and Administrative

- Work with the staff, the Finance Committee and the Board in preparing an annual budget
- Assure that the organization operates within budget guidelines
- Ensure that adequate funds are available to permit the organization to carry out its objectives
- Jointly, with the President and Secretary of the Board of Directors, conduct official correspondence of the organization and execute legal documents
- Provide written monthly reports to the Board on activities and financial position of the organization

#### Human Resources

- Maintain official records and documents and ensure compliance with federal, state, and local regulations
- Oversee the recruitment, employment, supervision, training/development, and separation of all staff
- Establish and hold staff accountable for performing job duties, using regular performance evaluations and other sound human resources practices to achieve optimal performance
- Communicate and enforce personnel policies and procedures. Foster and require adherence to standards of conduct that create a work environment that attracts, retains, and motivates a diverse staff and high performance culture

#### REQUIRED QUALIFICATIONS

- Strong leadership and supervisory knowledge, skills, and experience, including principle and techniques of effective management
- Ability to establish and maintain a respected leadership role, both within the organization and in the community
- Ability to effectively delegate authority while retaining control
- Program management knowledge inclusive of business management practice, basic statistical methods, contract negotiations, grant writing, and effective fundraising techniques
- Basic understanding of the operations of a 501(c)(3) organization
- Budgeting and financial knowledge to include basic investment policies, fiscal and budgetary practices, and basic accounting principles
- Strong interpersonal relationship skills to include building alliances with other community organizations and agencies, including civic and community leaders, while establishing and maintaining relationships with donors, foundations and local businesses
- College degree
- Experience in nonprofit management
- Animal welfare experience/training preferred