



Mission: Saving Grace Pet Adoption Center was founded in 2002 to champion, promote, and protect the human-animal bond through responsible pet ownership.

About the Position

Saving Grace Pet Adoption Center is seeking an Executive Director candidate to join our talented and compassionate team of professionals providing animal welfare services to all beautiful Douglas County, Oregon. Saving Grace is the county's only full-service, open-admission animal shelter, providing shelter, food, and medical care to thousands of animals each year, with a current 94% live release rate and a healthy balanced budget.

Key Responsibilities:

- Fundraising/Social Engagement 50%:
 - Represent SGPAC to the public, by building and strengthening relationships with donors and businesses. Works in partnership with fundraising committee chairs and manages a Development Assistant.
 - Maintain constructive working relationship with County officials, including leading appropriate negotiations.
 - Perform grant writing and tracking.
 - Direct creation and management of effective marketing strategies, serving to strengthen the organization's mission and brand.
- Animal Welfare, Advocacy and Leadership 25%:
 - Provide oversight & support to Operations Management Director and Leadership Team. Sets tone of organization, provides executive-level leadership, promotes professional development of staff, and serves as a role model promoting the mission for staff and volunteers.
 - Support staff in maintaining relationships with outside animal welfare organizations. Work with regional shelter directors to build coalitions to promote our mission.
- Financial 15%:
 - With board support and approval, develop and implement annual budget and strategic plan.
 - Work in conjunction with the management team to manage expenses. Oversees appropriate staff/volunteers to ensure proper record keeping and legal/safety compliance.
- Board Relationship %10:
 - Monthly meetings involve reporting on shelter needs, events, and finances. Quarterly meetings revolving around Strategic planning and implementation.
 - Keep SGPAC board apprised of new humane welfare trends, ideas, and ways to continue providing the best outcomes for pets and maintain a strong financial position. Work with the board to best utilize each member's strengths.



Work Environment: The Executive Director is the leader and a member of Saving Grace's Leadership Team and may be required to be available after hours and on weekends, as necessary. In partnership with the Leadership Teams, the ED is responsible for leading and developing 20 staff members, and a growing volunteer base. In conjunction with the Leadership Team and the SGPAC Board of Directors, the ED oversees an annual budget of \$1M. Saving Grace's ED is responsible for promoting the mission and the organization's reputation for excellence and leadership in the animal welfare field.

Working Conditions: The Executive Director will occasionally have contact with animals with varying degrees of domesticity and physical condition. At times, they may be exposed to loud noises, animal waste, kennel cleaners and disinfectants, soiled kennels, animal bedding, and dishes. They may be exposed to zoonotic diseases.

Requirements:

- Minimum 3 years executive-level experience.
 - Experience in financial management of budgets of \$500-\$2M
 - Demonstrated skill set in developing and managing staff and working with volunteers.
- Knowledge of all aspects of fundraising, including grant-writing, public speaking, social media, and donor relationships. Excellent communication skills.
- Bachelor's degree from an accredited college or university.
- Experience working in the non-profit sector preferred. Animal welfare experience and advocacy preferred.
- Valid driver's license with good, insurable driving record.

Compensation & Benefits: \$67K to \$82K annually, depending on experience. In addition to PTO, you will receive 6 paid holidays. Employees are eligible to take PTO after 90 days employment. Medical insurance covered at 75% and dental/vision at 45%. IRA with employer match contribution. Continuing education including conference attendance and development opportunities. Relocation stipend available.

Equal Employment Opportunity: Saving Grace Pet Adoption Center is an equal employment opportunity employer. Saving Grace Pet Adoption Center does not discriminate against any employee or applicant based on race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic protected by applicable law.

More about Saving Grace Pet Adoption Center:

Come join our supportive, fun, hardworking team of passionate animal welfare professionals! Saving Grace is a progressive shelter with a live release rate of 94% focused on keeping pets in their homes while providing a safe refuge and pathway home for those in need. We are a private nonprofit holding the contract with Douglas County for animal sheltering. We continue to work towards providing a comprehensive affordable and accessible spay/neuter program to further our mission in Douglas County.