



Job Title: Executive Director

Salary: Commensurate with experience and qualifications.

Reports To: Board of Directors

SUMMARY: Directs the day-to-day operation of interests and facilities within the framework of policy and authority established by the Board of Directors, including but not limited to public relations,

personnel management, liaison with government and civic organizations, and financial management.

Plan, organize, and develop programs to meet the principles and objectives of the organization.

Duties may be delegated to appropriate members of the staff, but the Executive Director shall retain responsibility for their accomplishment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Essential duties and responsibilities include the following.

Other duties may be assigned.

- Prepares monthly operating reports for the Board of Directors including shelter, animal control, fundraising, and education activities, and attends monthly board meetings.
- Oversees all personnel matters, including hiring and termination decisions.
- Administers and implements policies and procedures established by the Board.
- Initiates and replies to general correspondence.
- Represents KAAS at meetings and conferences.
- Reviews and approves all invoices for payment.
- Countersigns all checks for the ongoing expenses of the organization.
- Plans, organizes, and develops programs to meet the principles and objectives of the KAAS under the policies set by the Board of Directors.
- Works with the Board and committees to develop and implement policies.
- Maintains liaison with veterinary associations and other professional organizations
- Attends continuing education classes and professional conferences as directed by the Board.
- Maintains liaison with Board President and Buffalo County Board of Commissioners, City of Kearney officials, and other community agencies.
- Together with Shelter Manager, Assistant Manager, and Marketing & Volunteer Coordinator, maintains liaison with members of the media and other community agencies. Monitors and approves all media exposure including, but not limited to social, digital, radio, TV, and print.
- Assists the Board of Directors in membership fundraising activities and maintains contact with

members and donors, assisting with capital campaigns. Develops and maintains ongoing donor giving.

- Works with Grant Writer to assist in applying for grants from foundations, trusts, etc.
- Seeks out and maintains community contacts and represents the KAAS in various types of organizations.
- Participates with other agencies in cooperative endeavors.
- Handles problems with private citizens and responds to emotionally charged situations with professionalism and sensitivity.
- Delegates responsibilities to other employees as conditions warrant.
- In conjunction with the Board of Directors Executive Committee, prepares/oversees the operating budgets and proposed capital and extraordinary expenditure programs.
- Directs, supervises, and instructs personnel in the well-being and humane treatment of animals.
- Coordinates the construction and facility improvement efforts. Directs and supervises the maintenance of buildings, equipment, and grounds, utilizing the city of Kearney whenever possible to reduce costs.
- Stays abreast of current animal welfare issues, state and local laws and sheltering standards.
- Monitors, evaluates and improves services provided by the KAAS.
- Cooperates and works with law enforcement and Buffalo County Attorney's office when necessary.
- Continually observes conditions within the organization and makes suggestions and recommendations for change or improvements to the Board.
- Oversees and supports the development, design and delivery of program initiatives, assuring that the goals and objectives are aligned with the KAAS's overall strategic plan.
- Any other duties as assigned by the Board of Directors.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong organization skills, human relations, and communication skills.
- Knowledge of state and local humane laws and practice.
- Ability to work on own initiative and meet deadlines.
- Knowledge of animal protection issues and commitment to the objectives of the organization.
- Innovative leader who can motivate and inspire people, while holding them accountable.

WORK HOURS: This is a salaried position. Typically, work hours are Monday to Friday, 8:00 a.m. to 5:00 p.m.; however, the Executive Director shall work during regular shelter operating hours and be available for presentations, programs, events and other shelter demands, when necessary.

EDUCATION AND EXPERIENCE: BA/BS preferred with business experience in a leadership role, both managerial and supervisory, preferably within a nonprofit organization.

LANGUAGE SKILLS: Excellent verbal and written communication skills are required. Strong public speaking, writing, grammar and editing skills are required.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid and unrestricted driver's license.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- May require lifting animals and equipment over 50 pounds.
- Work is conducted in an office setting, outdoors, and in kennel areas.
- May involve exposure to sick or dangerous animals.

Contact Information:

Chrystal Snider-KAAS Board President

Email: preskaas@gmail.com

Phone Number: 308.293.6502