

ANIMAL AID OF TULSA, INC.  
Executive Director - Full Time Salaried  
Job Description

Animal Aid of Tulsa, Inc. (AAT) rescues sick and injured stray cats and dogs in the Tulsa, OK area. Incorporated February 17, 1961 for the prevention of cruelty to dogs and cats by means of providing emergency veterinary care to sick or injured dogs and cats, education stressing responsible pet ownership and the moral and practical need for public concern towards animal welfare. The corporation is not for profit.

**Position Summary:**

The ED (ED) upholds the mission of AAT, supports its goals, and works closely with the BOD (BOD) to provide informed decision-making.

The ED is responsible for the operations of the organization; the health and welfare of animals in its care; the screening of potential adopters; the development of new programs; and the selection, training, supervision, and deployment of staff and volunteers for Animal Care programs and the organization's thrift store.

The ED serves as a dynamic liaison between the staff, BOD, the community, and government entities in Tulsa County. The ED will be the organization's visible spokesperson and will have a unique opportunity to positively influence the community at large.

The ED works closely with the Animal Care Coordinator to oversee all aspects of animal care, ensuring that animal welfare is a top priority and with the thrift store staff to ensure achievement of goals.

**Responsibilities:**

The ED's responsibilities include, but are not limited to, the following:

**Personnel and General Management**

- Oversee all employees and volunteers including hiring, scheduling, conducting performance evaluations, promotions and terminations.
- Maintain the operation manual and employee handbook.
- Oversee maintenance of the facilities and property.
- Oversee ordering of supplies and manage ordering of retail fundraising inventory.

**Animal Care Operations**

- Ensure high-quality animal care. Oversee Animal Care Coordinator and participate in intake, medical care, and behavioral enrichment and adoption services.
- Maintain strong relationships with vets and community at large.
- Work with the Animal Care Coordinator regarding animal health issues, animal transport and euthanasia. Cover call on Animal Care Coordinator's days off.
- Ensure good recordkeeping for all animal care activities and support for fosters.
- Manage effective systems to track progress and regularly evaluate program components, measuring successes that can be effectively communicated to the board, staff, donors and other constituents.

- Oversee joint programs with other community organizations and rescues as approved by BOD.

#### Thrift Store Management

- Supervise and support the team in charge of operations, processes and staff of Thrift Store, including front end customer service, floor space and design and donations area.
- Ensure Thrift Store promotions within the community are in place, appropriate and timely to optimize sales.
- Maintain internal fiscal controls for the Thrift Store.

#### Financial Management

- Maintain and input payroll information into designated Payroll system.
- Work with Bookkeeper to manage and record cash receipts, cash disbursements, and accounts payable.
- Develop an annual budget and work with Finance and/or Executive Committee to finalize for BOD review and approval.

#### BOD Liaison

- Prepare monthly reports for Board Meetings including financial reports as requested, and information on rescue intake and adoptions. Other reports as requested.
- Develop the annual report in cooperation with the accountant and the BOD.
- Work with the BOD to develop new programs.

#### Fundraising, Education and Pet Adoption Events

- Build and maintain relationships with funders and donors.
- Research and write grants along with the BOD grant position, and manage donor appeals.
- Develop and assist the BOD with fundraisers and community events.

#### Community Outreach and Public Relations

- Develop and manage community outreach initiatives, marketing and public relations.
- Create and distribute the quarterly newsletter.
- Manage and expand volunteer, foster, adoption and educational programs.
- Foster good relationships with local veterinarians and animal-related businesses, as well as local news outlets and other community organizations.
- Manage online marketing including social media, E-mail distribution, and the website.
- Attend continuing education programs on shelter management and animal welfare.

#### Qualifications and Skills:

- Bachelor's or Associate's degree in nonprofit management, business administration, or a related discipline, or equivalent work experience.
- Passion for animal welfare; current working knowledge of companion animal care and adoption issues.
- Current understanding of compliance issues involving pertinent federal, state and local regulations related to animal welfare.
- Experience with strategic and operational planning.
- Understanding of financial management and accounting principles.

- Excellent verbal and written communication skills, as well as strong public relations skills.
- Ability to set clear priorities, delegate and guide people and systems; keen analytic, organization and problem-solving skills, which support and enable sound decision making.
- Strong motivational skills, management skills and interpersonal skills, with the ability to provide staff and community leadership.
- Strong commitment to the professional development of staff and a successful track record of recruiting and retaining a diverse team. Ability to encourage staff to share ideas and take appropriate initiative.
- Ability to be flexible and able to adapt to immediate or unforeseen challenges.
- Proficiency in the use of computers, particularly E-mail, the Internet, MS Word and Excel; QuickBooks experience is a plus.
- Demonstrated proficiency across multiple social media platforms.

Compensation: Full-time wages \$40,000 - \$45,000, commensurate with qualifications and experience. Health insurance stipend included.

Application: E-mail the following to [directoranimalaid@gmail.com](mailto:directoranimalaid@gmail.com), subject "ED," prior to May 15, 2022: Include Cover letter (addressed to AAT BOD), briefly summarizing organizational management and animal rescue/welfare experience, Resume, three professional references with contact information.

Edjd/May 1, 2022