

Pets Are Loving Support, Inc. (PALS)
Job Description – Executive Director

Overview

The Executive Director reports to the Board of Trustees and is responsible for PALS daily operations as well as achievement of its mission and financial objectives.

In program development and administration, the Executive Director will:

1. Promote board participation in all areas of PALS work and fundraising efforts.
2. Maintain official client and financial records and ensure compliance with governing regulations.
3. Maintain volunteer and donor database.
4. Provide leadership and support in developing program policies, organizational strategies, and the execution of such.
5. Continually secure and cultivate funding through event planning and execution, small businesses, and corporate sponsorships, grant writing, and other means to finance the operations of PALS.
6. Establish and maintain sound working relationships with other non-profit organizations and community and business leaders who will support and promote the mission of PALS.
7. Develop a long-term strategy which achieves PALS mission, and toward which it makes consistent and timely progress.

In communication, the Executive Director will:

1. Keep the Board of Trustees fully informed on the condition of PALS and all-important factors influencing it.
2. Publicize the activities of PALS, its programs, and its goals.
3. Represent the programs and point of view of PALS to agencies, organizations, and the general public.
4. Always protect the image and mission of PALS.

In daily operations, the Executive Director will:

1. Recruit new clients to ensure that PALS is fully serving the community.
2. Maintain enough pet food and vaccination supplies to serve client base.
3. Coordinate delivery, pick up and storage of pet food.
4. Keep organization's vehicle in good working condition, schedule maintenance, and renew tag annually.
5. Recruit new volunteers to serve the organization and become future leaders.
6. Be responsible for overseeing the organizations monthly veterinary clinic program and bingo events.
7. Take advantage of all resources to ensure excellence in client services as well as the official PALS agent to all clients and client service programs.
8. Manage existing volunteers and assign tasks to support daily operations and committee needs.
9. Maintain organization records, compliance, and other administrative duties.
10. Maintain the organization's website and social media presence (facebook, Instagram, twitter, etc.)
11. Create and publish monthly online newsletter.
12. Offer direction and support to all organization committee chairs.
13. Be responsible for maintaining sound financial practices and ensure PALS operates within budget guidelines.
14. Be responsible for securing new grants and sponsorships related to fundraising events.
15. Be responsible for overseeing fundraising events and ensure sound financial practices as they relate to these events.
16. With the assistance of the Board Chair and Treasurer, prepare the annual operating budget.
17. Other tasks as assigned by the Board of Trustees.