

## **JOB OPENING: Nevada SPCA Executive Director**



This job opening to lead an essential no-kill shelter located in Las Vegas provides a unique opportunity to revitalize and lead it into the future. The 30-year-old organization is in the process of a turn-around and is seeking an executive director who will be dedicated to making it a model organization that embraces best sheltering practices and innovation.

Are you looking to make a dramatic difference for animals? This is the job for you!

If you have a passion for lifesaving and a track record of successful leadership, we invite you to apply for the role of executive director (ED) of the Nevada Society for the Prevention of Cruelty to Animals (NSPCA).

### **Qualifications and Duties**

The ED of NSPCA is responsible for overseeing the organization's consistent achievement of its vision, mission, and financial objectives. The ED is also responsible for planning, organizing, and supervising all aspects of NSPCA operations, overseeing the development and implementation of a strategic plan for the long-term growth and success of the organization, and ensuring high quality animal care while increasing pet adoptions and supporting efforts to save all healthy and treatable dogs and cats in Clark County.

The ideal candidate for the ED of NSPCA will have:

- Passion for and a deep commitment to the mission of saving cats and dogs in the community.
- Substantial experience that includes demonstrated past successes in leadership and fundraising.

Important areas of demonstrated past experiences and skills include:

- Leadership of organizations in the nonprofit or for-profit business sector with demonstrated success in establishing and achieving goals.
- Fundraising experience.
- Community engagement and marketing experience.
- Effectively working with boards of directors.
- Excellent communication skills; ability to speak to a variety of audiences.
- Strong organizational skills that ensure smooth operations.
- Management experience both with staff and budgets of equivalent size and complexity.
- The drive and skills to create and lead a team to achieve excellence and consistently meet goals.
- Desire and ability to absorb and apply new information, including a solid commitment to keeping up with the latest industry best practices.
- Animal shelter experience is a plus but not a requirement. Those with shelter experience should demonstrate a solid track record of lifesaving and fundraising success.

### **Responsibilities**

- Animal Care Standards: Overseeing the care for all animals who come under the protection of NSPCA and ensuring their humane treatment. This includes implementing short- and long-term

strategies that increase adoptions, improve animal care, provide enrichment and veterinary care, encourage spaying and neutering, and help pets stay with their loving caregivers when possible.

- Program Development: Planning, executing, and evaluating programs that include adoptions, volunteer engagement, and foster care. Assuring that programs support the mission of the organization.
- Communications: Overseeing marketing and publicity for the organization's activities, programs, and goals. Working with the news media as well as online and social media to convey the mission and work of NSPCA in ways that encourage community support and engagement.
- Community Outreach and Engagement: Working with local businesses, community/civic organizations, and other animal welfare and nonprofit organizations to support the achievement of goals. Creating a robust volunteer program that engages people in a variety of ways.
- Development: Creating a comprehensive development plan and effectively executing it to ensure adequate resources for the work of NSPCA. Overseeing all development and fundraising efforts and achieving agreed-upon goals. Responsibilities include donor acquisition and cultivation, ongoing donor communications, and appropriate record keeping.
- Staff Management and Development: Maintaining a climate that attracts, retains, and motivates a diverse staff of top quality people who support and promote the mission and goals of the organization. Overseeing human resources (both paid staff and volunteers) including recruiting, on-boarding new people, and providing direction, management, training and, when necessary, the release of personnel. Ensuring that job descriptions are maintained, that regular performance evaluations are conducted, that motivation systems are utilized, and that sound human resource practices are in place that abide by local, state and federal law.
- Budget and Finance: Developing and maintaining sound financial practices including the preparation of financial reports, budgets and summaries; submitting budgets for approval; and monitoring compliance of expenditures within approved budgetary constraints.
- Compliance with Laws, Regulations, Policies, and Guidelines: Understanding and ensuring operational compliance with current federal, state, county, and local laws, regulations and guidelines that affect operations. Overseeing record-keeping practices for legally compliant animal tracking and veterinary care, adoptions, staff personnel files, budgetary accountability, donor records, and all other functions. Maintain official records and documents.

## **Requirements**

- Education: Bachelor's degree or higher is strongly preferred.
- Experience: Minimum of five years experience in a senior leadership position with strong and transferrable skills.
- Location: Residence in or relocation to Las Vegas metro area.
- Ability to work with and around animals: This includes working with and around sick, injured and/or fractious animals; loud noises; chlorine and other chemicals; and inclement weather. Allergic conditions that would be aggravated when handling or working with animals may be a disqualification.
- Time commitment: A minimum commitment of three years to Nevada SPCA.
- Valid Nevada driver's license: Attaining (or possession of) a valid Nevada Driver's License within 20 days of start of employment is a requirement for continued employment and will be verified. Maintaining a satisfactory driving record and valid Nevada driver's license are an ongoing conditions of employment.

## **Nature of Employment**

The ED reports to the president of the board of directors. It is an exempt position, which requires a minimum of 8 hours per day, 40 hours per week and may include weekend, night, and holiday work. There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of NSPCA that employment for this position is at will, which means that employment is for no specified term and the employee or the organization may terminate that employment at any time without cause.

## **Compensation**

The salary range is \$95,000 to \$120,000 with potential bonus for achieving goals. Starting salary dependent upon experience. Benefits (and relocation costs if needed) are negotiable.

## **How to Apply**

Email a one-page cover letter and résumé to: [info@humanenetwork.org](mailto:info@humanenetwork.org). In the subject line, please mention: NSPCA ED Search Committee. Acknowledgement will be emailed upon receipt of your cover letter and résumé.

**Closing date:** Applications received after June 11 will not be considered.

## **About NSPCA**

NSPCA is a nonprofit organization incorporated in 1985 to provide lifesaving care to cats and dogs in Las Vegas. NSPCA plays a vital role in animal lifesaving in Las Vegas.

In April 2019, Humane Network was appointed the trustee of NSPCA before the board of directors stepped down. Humane Network is in the process of creating a new board of directors, hiring a highly capable ED, revitalizing the organization, taking steps to restore public faith in NSPCA, and establishing a foundation for future success. Once the new board is in place, the authority for managing NSPCA will be placed in the hands of this new board and ED.

Humane Network is honored to be part of helping NSPCA through this difficult time. We believe NSPCA can become a great organization that serves the animals and animal-loving people in Clark County with integrity.

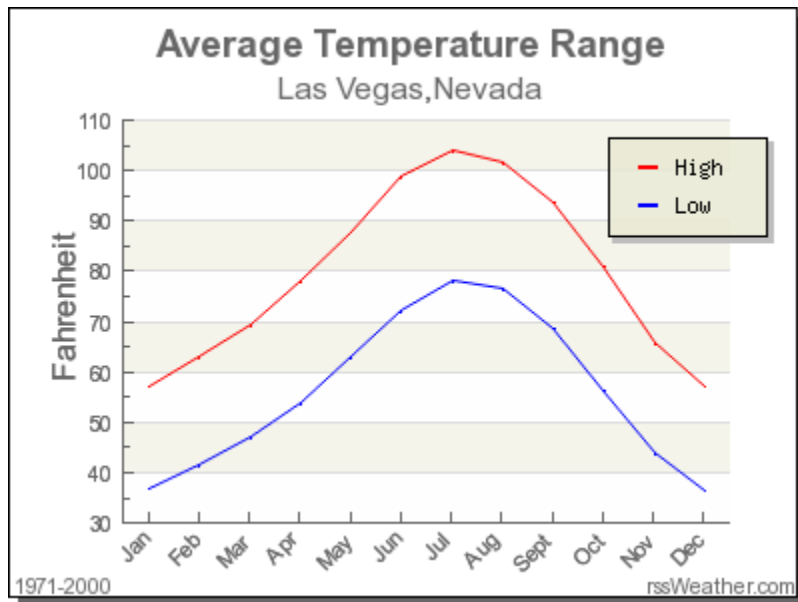
NSPCA is eligible for grants to support lifesaving activities from Maddie's® Pet Project in Nevada (MPP-NV). And MPP-NV staff and consultants are available to support the efforts of the new board and ED of NSPCA.

## **About the Community**

NSPCA is located in sunny Las Vegas, Nevada, *The Entertainment Capitol of the World*. A world-class tourist and convention destination, Las Vegas is home to more 5-star hotels than any other city in the world and a tremendous variety of restaurants and dining options. The city attracts countless concerts, shows, and events.

There are plenty of outdoor recreation opportunities including golfing, hiking, biking, and boating. Lake Mead, Valley of Fire State Park and Zion and Death Valley National Parks are all short drives from Las Vegas. Lake Tahoe and Reno are a short flight away. Las Vegas McCarran Airport is one of the top 10 airports in the country, offering easy connections to other destinations.

Las Vegas is the county seat of Clark County and the largest city in Nevada. The community boasts a positive economic outlook. The University of Nevada, Las Vegas has become a thriving research university.



Las Vegas gets nearly 300 sunny days each year. Average high temperatures are 58 degrees in December and January (the coldest months) and 106 degrees in July (the warmest month).