

Project POOCH—Job Description

Job Title: Executive Director
Status: Full time, exempt, at-will employee
Reports to: Board of Directors
Updated: August, 2021

Mission

Project POOCH is a nonprofit organization that pairs incarcerated youth at MacLaren Youth Correctional Facility with rescue dogs. Our mission is learning responsibility, patience, and compassion for all life.

Position Summary

The Executive Director (ED) of Project POOCH provides leadership in the formation and implementation of the mission, vision, and strategic direction of the organization. The ED operates within the parameters set forth in the bylaws and is accountable to the Board of Directors. The ED has primary responsibility for executing the activities and programs of the organization in accordance with the adopted policies established by the Board and the contractual agreement that Project POOCH maintains with the Oregon Youth Authority / MacLaren Youth Correctional Facility.

The ED manages planning, finance, fundraising, marketing, personnel, office and systems infrastructure and other responsibilities as required.

Duties and Responsibilities

The executive director (ED) is responsible for:

Working with the Board of Directors

- Institute and oversee strategic direction setting in collaboration with the board and staff.
- Oversee the preparation of materials for board meetings.
- Attend scheduled board and committee meetings and communicate regularly with the board chair, executive committee, committee chairs, and board members as needed between meetings.
- Implement policy as directed by the board, within the limits of the bylaws and articles of incorporation.

Ensuring the financial health of Project POOCH:

- With oversight from the Board of Directors, develop and manage Project POOCH's operating budget, and oversee & implement financial policies & procedures.
- Monitor monthly financial reports and present financials to the board for approval.
- Manage Project POOCH's relationship with the bookkeeping service, upload invoices and statements for payment, provide information to ensure accurate coding, and review monthly financial statements before presentation to the Board of Directors.
- Approve all check, e-check, and large credit card requests/purchases.

Guiding development/fundraising efforts:

- With the Communications and Donor Relations Manager, establish an annual development plan to include: grant writing, major donors, campaigns, and targeted events.
- Monitor and participate in implementing the plan through activities such as solicitation of major donors, grant writing, fund-raising events, direct-mail appeals, and correspondence.
- With the Board of Directors, seek new opportunities for Project POOCH to tell its story to potential funders; corporate, individual or foundation.
- Work alongside the Communications and Donor Relations Manager and Kennel staff to increase earned income revenues, such as grooming, and boarding offered at the kennel.

Overseeing Volunteers and Personnel:

- Establish an organizational culture based on the values of Project POOCH. This includes communicating effectively with staff, striving to be positive, transparent, cooperative, and supportive.
- Hire and develop staff, set annual salaries within the limits set forth by the board, administer benefits plan, ensure continuity plans for all staff positions, and, if necessary, terminate employees.

Maintain personnel files for each staff member, including criminal history checks for all incoming staff.

Ensure comprehensive policies, procedures, schedules, and organizational processes are in place and implemented to facilitate the orderly functioning of Project POOCH.

Provide oversight of Project POOCH volunteers, including successful recruitment and training

Maintaining a collaborative working relationship with Oregon Youth Authority and MaLaren Youth Correctional Facility senior management and kennel staff.

- Meet at least quarterly with OYA senior leadership (Superintendent and Program Director) to keep up to date on OYA priorities, to brainstorm and problem solve together where needed.
- Work regularly with the MYCF Vocational Manager to oversee the kennel staff and collaborate on projects and priorities for Project POOCH programming.
- Keep the Board and Outreach office staff up to date on current events within OYA as they relate to Project POOCH and serve as the conduit for information sharing between stakeholders.

Representing the organization:

- Serve as the organization's representative to local, regional, and national organizations.
- Pursue opportunities to build new partnerships and collaborations with the nonprofit community and the Oregon business community that raise the profile and share the mission of Project POOCH.

Advancing equity and inclusion efforts within the organization:

- Continue to drive efforts to promote diversity, equity and inclusion for the staff and board.

Qualifications and Requirements

The ED demonstrates the following:

- Commitment to Project POOCH's organizational mission and core values. A demonstrated passion for animal rescue and positive intervention with at-risk youth.
- A Bachelor's degree in communications, marketing, public administration, nonprofit management, or a related field preferred. A combination of experience and education may be substituted.
- Progressively responsible experience in a nonprofit, to include: fundraising, personnel management, board of directors' interaction, and financial oversight & budgeting responsibilities.
- Demonstrated working knowledge of best practices of donor stewardship: including solicitations, major donor relations, acknowledgements, and donor database management.
- Experience with fundraising events, to include planning and day-of-event implementation.
- Experience in grant writing, to include foundation, corporate, and federal proposals.
- Effective communications skills—written and oral—with the ability to tailor messages appropriately to various stakeholders. Ability to share information, actively listen, and involve others as appropriate.
- Ability to work as a team member and independently.
- Ability to meet the public in a friendly, open way and to communicate effectively with diverse peoples.
- Ability to lead equity efforts of the organization with board and staff.
- Ability to exercise independent judgment and work with many details.