

Looking for our Executive Director

Who we are:

The Feral Cat Spay/Neuter Project located in Lynnwood, Washington is a nonprofit, 501(c)(3) organization that was formed in 1997 by a veterinarian and like-minded cat enthusiasts to address the problem of feline homelessness and overpopulation. Our mission: To save the lives of homeless cats by providing access to high volume spay/neuter surgery in a safe and humane environment, collaborating with others and mentoring like-minded organizations to increase spay/neuter in their regions. Since its inception, the organization has grown to become a national mentor for those seeking to establish their own high-quality, high-volume spay/neuter clinics, or to modify their existing clinics. The Feral Cat Spay/Neuter Project performs several thousand surgeries per year in our free standing clinic. We have altered over 110,000 cats.

What you would do:

The executive director is responsible for the overall management and operation of the Feral Cat Spay/Neuter Project and the protection of the organization's financial assets while ensuring compliance with board directives and applicable grantor, federal, state, and local requirements. The executive director supervises all staff at the Feral Cat Spay/Neuter Project and reports to the Board of Directors.

Responsibilities include financial management, operations planning, significant fundraising and donor development, community outreach and participation, and all managerial responsibilities for a paid staff of seven and roughly seventy volunteers.

What you would bring to us:

There are no specific educational requirements. Successful candidates must have demonstrated expertise in management, fundraising, and animal welfare as well as excellent communication skills (oral and written) in English and enthusiasm for leading a clinic that is a national mentor. Knowledge and skill in supervision, development, and management of staff desirable. Experience budgeting and tracking/managing budgets and High proficiency in using a computer and applications, including Word, Excel, Outlook, and PowerPoint. Familiarity with GreaterGiving database, FundRaiser database, and Constant Contact Enewsletter program is desired.

Important stuff:

The Executive Director Position is a full time, 40 hour/week exempt position. Hours are generally Monday through Friday, with flexibility in schedule. The position allows for working at the clinic and off site. Responsibilities may extent to weekends for fund raising events, special clinics, etc. The clinic is currently open to clients Sunday through Wednesday. A competitive salary DOE is offered.

So, who do you contact:

To apply please send a cover letter and CV to Dr. Sandy Willis, President, sandy@feralcatproject.org. A full job description is available upon request. (www.feralcatproject.org)

