

September 1, 2010

To: Candidates

From: SPCA-SWMI Board of Directors

Re: Director Position



The SPCA-SWMI, a regional 501(c) (3) non-profit animal welfare organization seeks a Director to lead and manage all functions of a pet rescue and adoption center based in Kalamazoo, Michigan. The Director will play a crucial role in establishing procedures, organizational structure, fundraising activities, and delivery of services, membership growth, public relations, and human resources. Additional responsibilities will include but not be limited to fiscal management, developing a long-range strategic plan for successful and sustainable execution of the mission, overseeing animal care and staff, and ensuring that all laws and regulations are followed. This position reports to the Board of Directors.

Requirements:

- Bachelor's Degree in business and/or related field preferred or equivalent experience with strong public relations, business development, and/or marketing influence
- Minimum 3 years experience at a management/leadership level
- A proven background in maintaining and improving excellent staff and customer satisfaction levels
- Experience preparing, implementing, and overseeing budgets
- Demonstrated verbal and written communication, oral presentation and interpersonal skills, and public speaking
- Ability to utilize Microsoft Office
- Ability to utilize staff and volunteer resources in the most efficient manner

Preferred Qualities:

- Background in non-profit management
- Talent in creating an environment of teamwork among levels of staff and volunteers and other community entities
- Able to address customer and staff issues utilizing basic concepts of customer centered and human resource focused care
- Demonstrated passion and skills with domestic animals

Position Type:

Full-time, salaried

To apply:

Send cover letter, resume, and references to: secretary@spcaswmich.org

The deadline to apply for this position is Thursday, September 30, 2010.