



## Executive Director SAFE Haven for Cats Raleigh, NC

Do you believe every animal and human is an individual being with personality, feelings, intrinsic worth, and value? And as such, they should be treated with respect and care in a non-judgmental, safe environment?

Do you believe affordable sterilization, community education, trap, neuter, and return programs, and no-kill animal shelters are proven methods to stop euthanasia as a means of population control for companion animals?

Are you the kind of leader who believes people are an organization's most important asset and who knows how to build, nurture, and inspire a community internally and externally? Are you a visionary who sees today's realities and tomorrow's possibilities and blends them together to forge a plan for growth built on data, input, and a deep understanding of community needs?

If so, then you may be SAFE Haven for Cats' next Executive Director.

### SAFE Haven for Cats

Since opening, SAFE Haven has orchestrated the adoptions of more than 17,000 cats and kittens and spayed or neutered more than 50,000 cats, kittens and small dogs in our clinic. This growth and passion to save cat lives drives SAFE Haven to live into its vision to be the Triangle's leader in ending euthanasia to control animal population and eliminate pet homelessness. What started as a shelter in a two-car, heated and air-conditioned garage of founder Pam Miller 28 years ago, is now a \$2.2M organization with 20 staff (16 full time and 4 part time), 8 board members, and more than 700 volunteers.

**Want to know more?** Visit SAFE Haven's website at <https://www.safehavenforcats.org/>.

### What will you do as SAFE Haven's next Executive Director?

#### Leadership and Strategic Impact

- Serves as the primary leader, community builder, spokesperson, and administrator.
- Develops and leads the strategic vision of the organization driving a collaborative process with the Board of Directors, staff, and key stakeholders.
- Ensures that the organization's strategic vision is clear to internal and external stakeholders.
- Maintains regular communications with the Board of Directors and provides the necessary support, counsel, and information required for effective governance.
- Builds relationships with strategic partners on behalf of SAFE Haven to fulfill the vision.
- Actively engages and energizes SAFE Haven's staff, volunteers, donors, and partners.

## **Operational and Financial Oversight**

- Manages the day-to-day operations of SAFE Haven (managing a \$2 million+ annual budget) including services, programs, development, finance, HR, and office administration.
- Ensures strong internal controls, fiscal responsibility, accountability, regular financial statements, and efficient, accurate, and consistent financial operations and practices.
- Communicates the financial picture of the organization in an authentic and transparent way to stakeholders.
- Makes certain SAFE Haven has the appropriate systems, physical space, and technology to operate efficiently and effectively.
- Ensures high-quality program delivery, evaluation, and reporting that promotes the effective utilization of personnel and financial resources.
- Provides direction for expanding or modifying programs and services as it relates to the strategic plan.

## **Fund Development**

- Serves as the chief fundraiser for the organization, building long-term relationships with key donor segments based on mission, cultivation, and stewardship, directly soliciting their support and investment.
- Oversees all fund development plans and activities with the support of a Development Director to include setting goals, identifying various funding sources, and creating a plan to achieve these goals.
- Responsible for the consistent flow of revenue to the organization, supporting programs and activities through diverse and multi-faceted income streams.

## **Team and Staff Development**

- Builds a positive work culture that supports a productive, mission focused and fair work environment.
- Provides anticipatory guidance and coaching for new professionals learning to navigate roles, responsibilities and expectations in the workplace.
- Develops organizational structure, role clarity, expectations, and accountability to engage and motivate staff to collaboratively achieve strategic goals effectively and efficiently.
- Hires, assigns, supervises, delegates, coaches, evaluates, and terminates staff in accordance with organizational policies and applicable laws.
- Dismantles any inequities in the workplace by fostering inclusive workplace.
- Works with staff to ensure a positive volunteer experience, maintaining focus on the engagement and retention of volunteers.

## **Community Engagement and Outreach**

- Oversees the development of a strategic communication and marketing plan that provides a clear and concise conveyance of SAFE Haven's story and impact.
- Develops and maintains strong relationships in the sector and region with peers, donors, industry associations, the media, and more.

- Builds alliances and strategic partnerships. Collaborates with other organizations and is willing to share data and best practices.
- Advocates at the local and state levels on behalf of SAFE Haven's values.

## Key lived experiences, attributes, and skillsets sought in the Executive Director

- Passionate about SAFE Haven's mission, vision, and values.
- At least five years of comparable executive level nonprofit management experience.
- Experience working in the animal welfare sector or in an animal clinic is preferred.
- Experience casting a vision, building a strategy, and hands on leadership executing a plan that resulted in growth.
- Decision-maker who understands how to build consensus across a variety of stakeholders.
- Inspiring communicator who can motivate staff, the Board, donors, partners, and volunteers.
- Listener who is open-minded, focused on understanding.
- Demonstrated relationship building and fundraising experience cultivating, soliciting, and stewarding major gifts; grant experience preferred.
- Direct experience with personnel and employment matters, as well as structuring, hiring, onboarding and continually building a strong staff team and culture.
- History of demonstrating the sound judgment, administrative skill, and financial acumen necessary to oversee day-to-day operations and manage a budget of at least \$1M.
- Detail-oriented, logical, and methodological approach to problem-solving.
- Technologically proficient and curious with an appreciation for the power of technology to improve process.

## Think you are the next SAFE Haven Executive Director?

To apply, click on the link to the Executive Director position profile at **ArmstrongMcGuire.com/apply**. You will see instructions for uploading your compelling cover letter, resume, salary requirements, and professional references. Please provide all requested information to be considered. In case of any technical problems, contact [talent@armstrongmcguire.com](mailto:talent@armstrongmcguire.com). No phone calls, please, and no applications will be accepted by email or directly from third-party posting sites.

Salary is commensurate with the requirements of the position with a range of \$90,000 to \$100,000. Benefits include medical insurance; accrued vacation and sick time; 7 paid holidays; and pet food, medications, dentals, and extractions at cost at the SAFE Care Clinic.

*SAFE Haven actively seeks a diverse pool of candidates. SAFE Haven is committed to a policy of equal employment opportunity without regard to race, color, national origin, religion, religion, disability, gender, gender identity, sexual orientation, or age.*

## About Armstrong McGuire

Armstrong McGuire is a leading executive search, fundraising and strategic advising firm that believes in unlocking the potential of nonprofit leaders and the communities they serve. Founded in 2004, our diverse team of advisors work with clients and leaders to align strategy, optimize operations, build capacity, and lead nationwide searches that bring supremely talented individuals to high-impact organizations. Learn more about our services in talent acquisition, fundraising counsel, and strategic planning. [Armstrong McGuire](#)