



Executive Director Position Announcement

June 11, 2025

To apply, please click [HERE](#).

Salary: \$100,000 - \$115,000

**Applications requested by July 16, 2025
and accepted until the position is filled.**

The Opportunity

Second Chance Pet Adoptions, a non-profit based in Raleigh, North Carolina, seeks a strategic, empathetic, experienced leader with a proven track record in nonprofit leadership to serve as its Executive Director. Second Chance is the oldest no-kill rescue organization in Wake County, with an annual budget of approximately \$1 million. It serves over 500 animals locally each year, in addition to another 2,000+ through its spay and neuter programs. Up to this point, the organization has been largely led by the Board and now seeks a leader to build upon a strong foundation. An ideal candidate would be a self-starter who works closely with the Board to develop the role. The Executive Director will create and implement standardized protocols to support strategic alignment and operational excellence, while also enhancing the organization's visibility and engagement to facilitate long-term sustainability and growth. The Executive Director will work in partnership with the Board and a passionate staff in carrying out these efforts.

The Organization

Second Chance Pet Adoptions is a no-kill, private, managed-admissions animal rescue organization with a history dating back to 1987, when Cheri Sowter, Deborah Ruggero, and Judy Benrud committed themselves to helping homeless animals in the Triangle. They began by fostering the stray cats and dogs they would find until word got around, and other people who found strays would bring them to Second Chance. As their efforts grew, they built a "cat condo" and dog pen in their own backyards.



Judy and Cheri had ties to The College of Veterinary Medicine at North Carolina State University and were able to get donated time from some vets and vet students. In 1989, they decided to apply for non-profit status and became a true 501c3 rescue organization. They began recruiting volunteers to assist with animal care and screening applicants.

Other volunteers began fostering animals, raising funds, and introducing rescued animals to potential permanent homes. Throughout this time, Second Chance had relied on foster homes for all the animals in its program. However, as Second Chance continued to grow and create more programs, a cageless no-kill facility to house cats was opened in February 2004.

Second Chance will continue to partner with its extended family of supporters, volunteers, and other rescue groups to work toward the common goal of no more homeless animals. The guiding principles on which Judy, Cheri, and Deborah founded Second Chance continue to this day. The central principle is that Second Chance makes a lifetime commitment to each of the animals it rescues, retaining the option of taking them back in the event the new home cannot keep them. All rescued animals will receive the medical care they need, will be shown unconditional love, and will be carefully matched with the best homes for their needs in order to ensure a lifetime of safety, love, and companionship.

You can learn more by visiting: <https://www.secondchancenc.org/>

The Position

The Executive Director is the chief executive of Second Chance and is responsible for providing strategic leadership and vision to champion homeless cats and dogs in the quest to find their forever homes, while overseeing the organization's administration and programs. The Executive Director leads a team of six full-time staff members, two part-time staff members, and over 600 volunteers to ensure the provision of essential services on a daily basis, safely and effectively. They report to a 10-member Board of Directors and will directly manage a Director of Operations and a Director of Development.



The ideal Executive Director will be a strategic, critical, and creative thinker capable of guiding the organization to be more proactive in its mission to find homes for cats and dogs who are healthy or treatable and to promote responsible pet ownership. They will bring a dependable presence and an organized approach to every task. The Executive Director will be a vocal advocate on behalf of homeless animals, a sought-after partner for other community organizations, and an adept fundraiser.

The Location

The City of Raleigh is the capital of North Carolina, home to several colleges and universities, as well as abundant arts, culture, and recreational opportunities. Fueled by an impressive mix of education, ingenuity, and collaboration, Raleigh and the surrounding “Research Triangle” region routinely rank among the nation’s best places to live, work, and play. Home to more than two million people, the Research Triangle Park has attracted hundreds of companies to the region, helping to make it the largest research park in the United States. Perfectly positioned midway between the coast and the Appalachian Mountains, the Triangle offers residents a beautiful place to call home. And while the region continues to grow and offer a superior quality of life, the cost of living remains reasonable relative to comparable cities.



Core Responsibilities

The Executive Director will partner with the Board of Directors to guide the strategic direction of the organization, providing both high-level leadership and hands-on management to ensure operational excellence. Primary responsibilities include:

Leadership

- Offer steady, values-driven leadership that promotes a culture of collaboration, growth, and professionalism among staff and volunteers.
- Model Second Chance’s mission and values in all aspects of management, promoting transparency, accountability, and evidence-based decision-making.
- Build and oversee the strategic planning process across annual priorities and future growth initiatives.
- Effectively delegate responsibilities while remaining hands-on when necessary.
- Provide leadership that reflects the highest standards of fiduciary responsibility and ethical conduct.

Staff Management

- Set clear expectations, build trust, and delegate tasks effectively so that employees and volunteers understand their responsibilities and fulfill them accordingly.

- Ensure that effective human resource practices are in place, including the recruitment, development, evaluation, and retention of a diverse staff.
- Invest in staff development by providing access to tools, resources, mentorship, and ongoing learning opportunities.
- Maintain an organizational structure that cost-effectively serves cats and dogs in need and that fulfills the expectations of Second Chance's partner agencies.

Financial and Operational Oversight

- Ensure commitment to and compliance with all applicable laws, regulations, and policies across the organization, ensuring that staff, volunteers, and animals feel secure and safe within their environment.
- Formalize policies and procedures, generate additional documentation as needed, and ensure all staff and volunteers are up to date on necessary training, especially as it pertains to safety and emergency preparedness.
- In consultation with the Board's finance and executive committees, develop a realistic annual operating budget and monitor performance to ensure long-term financial viability of the organization.



- Evaluate programs regularly and use financial insights to guide strategic decisions and resource allocation.
- Oversee all grants and restricted funding, ensuring programs are delivered as promised, outcomes are tracked, and reporting is timely and accurate.
- Ensure the best use of operating capital to achieve the overall mission.

Fundraising and Resource Development

- Build and foster positive relationships with donors, including individual, local business, government, philanthropic, and foundation leaders, to support Second Chance's programs.
- Identify and pursue new grant funding opportunities to support the organization's programs and strategic priorities, including conducting prospect research, developing proposals, and submitting them.
- Lead fundraising initiatives that diversify income streams and strengthen financial sustainability.
- Identify new revenue sources through creative partnerships and business development opportunities.
- Make key donor calls.

Community Relations

- Seek out innovative partnerships with animal welfare nonprofits, educational institutions, and other civic and community groups to meet the needs of Second Chance animals and adopters.
- Foster greater public awareness of Second Chance's services as well as education on the root causes of animal welfare issues.
- Ensure that all contractual deliverables are achieved and that transparency and accountability are central to partner relationships.
- Serve as the chief liaison with partner agencies.



Board Relations

- Maintain a strong and transparent working relationship with the Board, ensuring open communication about the measurement of financial, programmatic, and impact performance.
- Support the Board in its recruitment of diverse, highly qualified members, in its financial development initiatives, and in its ongoing committee work.
- Facilitate and serve as a resource for any Board-driven short or long-range planning initiatives.

- Cultivate a trusting relationship between the Board and staff by translating strategic direction into operational priorities and facilitating shared understanding of roles and responsibilities.
- Provide regular and concise reports to the Board to ensure a transparent flow of operating and financial information.

Required Attributes, Skills, and Qualifications

The Executive Director must be deeply committed to the organization's mission of helping homeless cats and dogs find loving, permanent homes. They should be prepared to lead both strategically and operationally—working closely with staff and stakeholders to ensure the mission is carried out in daily practice—and possess a variety of attributes, including the following:

Education and Experience

- Progressive executive leadership experience, preferably within a nonprofit, shelter/rescue, or animal services setting.
- Demonstrated success in leading initiatives that achieve operational excellence.
- Demonstrated ability to lead and develop a motivated and talented team, set clear expectations, and delegate workflow effectively.
- Proven track record in financial resource development, successfully cultivating and soliciting major contributions/grants, growing earned revenue, and leading organizations to financial success.
- Demonstrated experience in strategic planning and execution.
- Significant fiscal management acumen and experience in budgeting, forecasting, and reporting.
- Familiarity with relevant laws and regulatory frameworks at the local, state, and federal levels, especially those related to nonprofit management and animal care.
- Established community connections or the ability to quickly develop them, with a talent for forming strategic alliances and identifying shared resources to support organizational goals.
- Bachelor's degree or the equivalent combination of skills and experience.

Additional Preferred Qualifications

- Minimum experience of two years in the animal rescue and services space is strongly preferred.
- Broad understanding of the regional animal welfare ecosystem, including public agencies and nonprofit organizations.

- Demonstrated strong understanding of and a commitment to a collaborative, all-hands-on-deck approach.
- Experience serving as the primary spokesperson for an organization with an ability to motivate diverse audiences such as corporate executives, government officials, civic groups, faith-based organizations, and community groups.
- Experience in negotiation and collaboration, skill in developing and maintaining effective partnerships, and an understanding of and commitment to community-based collaboration.
- Exceptional interpersonal and communication skills, both written and verbal.
- Humility, the ability to seek feedback, and the initiative to seek out continued personal and professional growth.
- Flexibility, the ability to pivot quickly when circumstances change, maintain focus under pressure, and balance multiple priorities with composure and empathy.
- Experience managing emotionally demanding environments and handling conflict constructively.
- Track record of creating infrastructure that prevents burnout and supports long-term staff engagement.



Schedule and Location

- Full-time, salaried position expected 40+ hours per week.
- Hours are 9:00 am - 5:00 pm, Monday - Friday, with the ability to respond to emergencies or time-sensitive matters on evenings and weekends as necessary.
- Ability to accommodate early-morning or after-hours meetings due to donor schedules.
- Office space will be available on-site at Second Chance Pet Adoptions.
- ADA-compliant office setting.
- Regular local travel is required; one must have a clean driving record and the ability to drive a personal vehicle for work-related activities.
- In-person position.

Compensation

Second Chance is committed to attracting an extraordinary leader for this position through a compensation package that includes a salary in the range of \$100,000 to \$115,000. Benefits include, but are not limited to, employer-paid vision and dental insurance, simplified employee pension plan (SEP), paid time off starting at 15 days per year, and nine paid holidays. Relocation assistance is not available.

Equal Opportunity Employer Statement

Second Chance Pet Adoptions provides equal employment opportunities to all employees and applicants for employment. Second Chance Pet Adoptions prohibits discrimination and harassment of any type and makes all employment decisions without regard to race, color, religion, national origin, marital status, political affiliation, affectional orientation or gender identity, status with regard to public assistance, disability, sex, age, or any other characteristic protected by applicable law.

To Apply: Please submit a cover letter and resume by July 16, 2025, by applying [HERE](#). Applications will be accepted until the position is filled.

Questions: secondchancesearch@mossandross.com

Second Chance Pet Adoptions
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Raleigh, NC 27607
<https://www.secondchancenc.org/>