



JOB DESCRIPTION

Position Title: Executive Director, Global Federation of Animal Sanctuaries (GFAS)
Reports to: The Board of Directors
Position Status: Full-time, exempt
Location: Remote
Posting: Until vacancy is filled

To apply for this position please email a letter of introduction, resume and references to adam@sanctuaryfederation.org

Organization Summary

The Global Federation of Animal Sanctuaries (GFAS) is the premiere accreditation body for animal sanctuaries that provide humane lifetime care for wild animals (including big cats, bears, primates and elephants), equines and farm animals. GFAS provides the industry gold standard for guiding principles of animal care, safety, facility operations, and sustainability ensuring that the public, funders, the media, and legislators can determine good sanctuaries from bad, while supporting capacity building. GFAS also provides sanctuaries with technical assistance, compliance funding, and official GFAS certification, thereby facilitating their credibility. Learn more at www.sanctuaryfederation.org.

Position Summary

The GFAS board of directors is seeking a dynamic and visionary leader with non-profit management, fundraising, and communications experience to take on the role of executive director.

Principal Responsibilities

Revenue Generation and Financial Management

- Ability to raise funds for operations and programs across a full suite of revenue generation opportunities including foundation grant proposals, corporate outreach, and individual donors including high-net-worth individuals;
- Ongoing management of donor connections and relationship-building;
- Oversee all financial transactions, including accounts receivable and payable, periodic financial reports to the board, budget management, creation of annual report, and oversight of annual audit and 990 filings.

Programs

- Coordinate the design and implementation of standards and processes related to accreditation for client sanctuaries;
- Recruit new sanctuary clients globally;
- Develop and implement new sanctuary communications scheme, building relationships among sanctuaries and between sanctuaries and GFAS, including organizing annual conference, and leading effort along with the Board to build a broader membership program.

Public Relations and Communications

- Serve as key spokesperson for the organization with responsibility for managing and developing media contacts, placing stories and being interviewed for television and print media, and producing press releases;
- Develop and maintain ongoing communications with GFAS member sanctuaries and individual supporters through e-communications and alerts, blogs, and regular mailings;
- Oversee and create web content.

Executive Management

- Responsible for managing a small, dedicated remote staff and shepherding all organizational responsibilities in a timely manner, including overseeing the accreditation process and sanctuary client monitoring;
- Work with the board of directors to guide the strategic operations of the organization including implementing the board-approved strategic plan and developing new strategic goals, reporting to quarterly board meetings, and help expand the board as needed.

Qualifications

Experience and Education

- 5+ years in non-profit or business administration, including development experience, preferably at a leadership level or with increasing degrees of responsibility;
- Experience in the field of animal protection or an otherwise demonstrated knowledge of or commitment to animal protection issues is strongly preferred;
- Experience working directly with a board of directors, board committees, and external consultants and issue experts preferred.

Capabilities

- Commitment to GFAS's mission and vision;
- Development experience, particularly grant-writing and individual donor cultivation;
- Excellent interpersonal, written and verbal communication and organizational skills;
- The ability to work independently from a remote location and as a member of a team, primarily through online and telephone communication;
- Ability to plan, organize, problem solve, and prioritize in a growing organization.

Work Style

- Flexibility with work schedule and an ability to organize work with minimal supervision;
- Ability to operate from a home/remote office;
- Ability to travel regularly, including overseas to developing countries.

Compensation: Based on experience with growth potential; health and other benefits