**The Organization**

[Pasado’s Safe Haven](https://www.pasadosafehaven.org/) is one of the premier animal advocacy, rescue, and rehabilitation organizations in the United States, dedicated to ending animal suffering. Named after “Pasado,” a beloved donkey who was brutally tortured to death by three teenagers, Pasado’s Safe Haven now fights so that other animals can live free from abuse, neglect, abandonment, and exploitation.

Located on 85 acres one hour northeast of Seattle, Washington, the Global Federation of Animal Sanctuaries (GFAS)-accredited sanctuary is home to hundreds of engaging and lovable animals. Most arrived from abuse or neglect and now live their lives in peaceful, nurturing, healthy surroundings while awaiting their forever homes.

Pasado’s Safe Haven (Pasado’s) has a uniquely comprehensive approach to ending animal cruelty. In addition to [investigating animal cruelty crimes](https://www.pasadosafehaven.org/what-we-do/investigations-rescue/) and [providing sanctuary and rehabilitation](https://www.pasadosafehaven.org/what-we-do/sanctuary/) to animals, they also [advocate for better laws](https://www.pasadosafehaven.org/what-we-do/education-advocacy/) to protect animals and work to [educate the public](https://www.pasadosafehaven.org/what-we-do/education-advocacy/) about how we can all do our part to end animal cruelty. Pasado’s also offers targeted [pet services](https://www.pasadosafehaven.org/what-we-do/pet-services/) for income-qualified individuals and families.

**The Position / Your Role**

The Executive Director (ED) of Pasado’s Safe Haven serves as the executive leader and is responsible for safeguarding the mission and for the effective and successful management of operations of Pasado’s as the organization grows its presence and impact.

The ED manages an annual operating budget of $3.8M, and a team of eight (8) senior leaders who oversee finance and operations, veterinary medicine, cruelty response and prevention, advocacy and public engagement, development, communications, sanctuary, and pet services. Sharing accountability for the wellbeing and sustainability of the organization, the ED and senior leadership team manage, motivate, and develop a full staff of approximately fifty (50).

The ED provides leadership and strategic direction for Pasado’s including managing all fiscal resources and operations; collaborating with the board of directors to refine and implement Pasado’s vision, mission, budget, annual goals, and objectives; and leading human resources functions, public policy and advocacy agendas, and fund development efforts.

**Leadership Abilities / What You Bring**

Candidates will be evaluated on the full range of their lived and learned experience, professional background, volunteer experience, and direct and transferable skills. Pasado’s is seeking candidates with a compelling combination of demonstrated experience and skills in some, or all, of the following areas:

* Experience serving as an Executive Director, Deputy Director, CEO, COO, CAO, CFO, or similar role(s), or as a senior staff member of an organization, division, or department of comparable size.
* Broad understanding of all aspects of running nonprofit organizations (e.g., Human Resources, Marketing, Strategic Planning, Fund Development, Facilities, Budgeting, Financial Management).
* Exposure to nonprofit operations, business operations, animal sanctuaries, or private sector entities – which may come from board, volunteer, or staff service – is required for success in this role.
* Pasado’s mission is to end animal suffering and exploitation in all its forms, including in the food system. As such, we are seeking candidates who are active in or are pursuing a vegan lifestyle.

Commitment to:

* Providing exceptional care for abused and exploited animals, with a focus on rescue, rehabilitation, and rehoming animals.
* Antiracism, diversity, equity and belonging, and fostering a welcoming, inclusive work environment.
* Transparent, direct, and respectful communication.

Ability to:

* Ensure a strong administrative infrastructure (human resources, finance, database, technology, internal communications, etc.) that supports Pasado’s current operations and provides for future growth.
* Articulate and promote the shared vision and develop a strategic plan for continued growth.
* Develop and cultivate strategic partnerships and establish networks in the animal welfare community to support program opportunities and collaboration.
* Develop and facilitate the activities of Pasado’s board of directors and collaborate with board leadership on shared objectives.
* Broaden Pasado’s base of individual supporters and contributors and obtain support from foundations and corporations.
* Prepare and monitor annual budget, program budgets, capital expenditures, investments, and manage cashflow and financial management systems.
* Collaborate with the board of directors to develop an engaged, effective, and energized board that is clear on its duties, responsibilities, and functions.
* Maintain a climate that attracts, motivates, and retains high-performing, diverse staff and volunteers and nurture a team identity and environment.
* Serve as a key spokesperson, manage communications, media, and outreach strategy to enhance visibility for the organization. Represent Pasado’s, its programs, and successes at community and professional events.
* Develop and promote a public policy and advocacy agenda designed to advance Pasado’s organizational mission.

Other skills & characteristics

* High emotional intelligence (EQ)
* A true lover of all animals
* Calming presence
* Active listener
* Sincere, authentic, and humble
* Business acumen
* Strategic planning, strategic thinker, visionary
* Growth mindset
* Creative, innovative
* Collaborative, approachable, and open minded
* Empathetic, compassionate, and kind

**Compensation & Benefits**

The starting salary range for this position is $165,000 - $200,000.

The comprehensive benefits package includes:

* Combination of work-from-home and onsite at the sanctuary in Monroe, WA
* Medical and Vision insurance – 100% of premiums paid by employer
* Dental insurance – 50% of premiums paid by employer
* 401(k) retirement savings + 2% company match (fully vested on day 1)
* Generous PTO accrual (14 days in year 1, up to 22 days in year 5)
* Nine paid holidays
* Basic life insurance provided if enrolled in group health plan
* Employee Assistance Program
* Supplemental Insurance Benefits available
* “At cost” veterinary care and pet supplies (when available)
* Laptop and necessary equipment provided
* Professional dues reimbursement
* Continuing education expense reimbursement
* Onsite vegan food policy
* Bring your dog to work opportunities
* Relocation assistance available

**To Be Considered**

The position is open until filled, with a priority deadline of December 2, 2022.

Candidate materials are reviewed on an on-going basis and initial interviews will begin by mid-November. Please submit a resume and a two-page (or less) cover letter addressed to Board Chair, Raine Bergstrom to <https://valtasgroup.hire.trakstar.com/jobs/fk0253v/> You may direct questions to Ed Rogan at [ed@valtasgroup.com](mailto:ed@valtasgroup.com) or Emily Lee at [emily@valtasgroup.com](mailto:emily@valtasgroup.com).

*Pasado's Safe Haven is an Equal Opportunity Employer. At Pasado’s Safe Haven, we believe compassionate action is fundamental to dismantling systems of oppression for all living beings. We courageously live this belief every day through our work to end animal cruelty and our commitment to respect and kindness.  We can only be successful by embracing the diversity and power of each individual's lived experience as we all work together toward an expanded circle of compassion.*