Canine Partners for Life

P.O. Box 170 Cochranville, PA 19330 610-869-4902

Job Title: Executive Director

Job Duties:

- Provide leadership and policy guidance for the organization
- Manage and direct all operations, programs and activities of the organization.
- Implement the policy decisions and directives of the Boards of Directors
- Uphold and adhere to the policies and bylaws of the organization
- Report and advise regularly to the Board of Directors and otherwise ensure that the Board is fully informed of all organizational activities.
- Approve all financial disbursements and otherwise monitor all financial and accounting activities of the organization.
- Prepare the annual budgets with the assistance of the treasurer and finance committee.
- Hire all staff. Supervise and evaluate staff under the Executive Director's responsibilities.
- Monitor organization records, files, documents and archives.
- Enter into contracts on behalf of the organization, with approval from the Board of Directors.
- Represent the organization to other organizations, the media, and the public at large.
- Assist the Board of Directors with the development of long range and strategic planning for the organization.
- Act as the primary and first point of contact for all media relations
- Promote and set forth the regular evaluation and improvement of policies, procedures and practices within the organization.

Job Hours and Special Considerations: The hours for this position are 9am-5pm, Monday through Friday. Substantial time will need to be spent off-site for cultivation and research. Flexible time and off-site work are expected as activities and needs dictate. Weekend and evening hours will be expected for special events, training and public relations as needed. This position is an exempt position not subject to overtime provisions of the Fair Labor Standards Act. This is a salaried position and there will be no overtime pay provided.

Essential Functions of the Job:

- Produce written work that is error free
- Manage and prioritize multiple projects simultaneously in an organized and structured Manner
- Communicate effectively and professionally, both orally and in writing
- Work in a seated position for the majority of the day
- Extended hours may be required as service needs dictate
- Report to work on a regular and timely basis
- Bend, stoop/squat, crouch/kneel, climb, stand, sit, turn/pivot and walk intermittently throughout the work day
- Demonstrate cognitive ability to:
- Follow directions and routines
- Exhibit spatial awareness
- Read words and numbers
- Concentrate, memorize and recall
- Identify logical connections and determine sequence of response
- Work independently with appropriate judgment
- Process up to 2-3 steps ahead
- Follow policy and established procedures independently
- Organize materials and manage time effectively
- Maintain a neat and orderly workspace so that this position could at any time be assumed by another staff member with ease
- Work independently and also within a team environment
- Work cooperatively in a diverse work environment with distractions
- Work in a positive and professional manner with all stakeholders
- Possess valid driver's license and be able to drive CPL vehicles
- Work around a variety of animals for the entire work period without it adversely affecting your health
- React and adapt to changing situations appropriately and with openness to new ideas and their implementation
- Utilize a computer for word processing, spreadsheet management, email, desktop publishing, and database management
- Utilize a wide variety of office equipment such as multi line phone, fax machine, copy machine, etc.
- Meet deadlines
- Perform office tasks using simple hand grasping, fine hand manipulation and reach associated with assigned tasks such as paperwork, keyboarding, filing, calculating, and use of telephone
- Proofread/edit work produced within the organization
- Demonstrate interest, enthusiasm and affinity for fundraising
- Demonstrate the ability to work and communicate with people of varying disabilities in an empathetic, professional and respectful manner
- Demonstrate public speaking skills that are welcoming, educational, and professional for groups of all sizes
- Demonstrate the highest level of confidentiality
- Uphold CPL's code of ethics and core values

Qualifications: Minimum college degree. Experience in fundraising, marketing, public relations and the nonprofit sector preferred.

Attributes: The employee in this position should have excellent organization and management skills. This person should be detailed oriented and able to manage multiple projects simultaneously. This person should build and form relationships easily and present a professional and knowledgeable image. Excellent interpersonal and conflict resolution skills are needed to relate to client, staff, volunteers, the Board of Directors and the community at large.

Immediate Supervisor: Board of Directors.

Date of approval by the Executive Director	Date of approval by the Board of Directors
Employee Signature	Date
Supervisor's signature	Date

Salary $90-$100K

Please email resume and cover letter to ASpoto@k94life.org