

National Animal Care & Control Association

Executive Director

The National Animal Care & Control Association (NACA) is seeking a dynamic and experienced Executive Director with a high level of energy, hands-on, motivational leadership style and a strong customer service background to support the organization's commitment to set the standard of professionalism in animal welfare and public safety through training, networking, and advocacy.

Position Summary

The Executive Director of the National Animal Care & Control Association (NACA) reports to a 12-member Board of Directors and has strategic and operational responsibility for the operation in accordance with federal, state requirements and accreditation standards. Ideal candidates will expand on a deep knowledge of the animal care and control field in which membership ACO's are operating at a time of tremendous change in the animal welfare and technology field. In addition, ideal candidates possess:

- Demonstrated experience in strategic vision development for program and resource growth, and communication and inspirational leadership for all stakeholders toward that future.
- A history of generating new revenue streams, especially in unrestricted contributions and donor development, and the ability to drive expansion of services.

Principal Responsibilities

- Oversee the programmatic, financial, and administrative management of NACA.
- Identify, recruit, support and retain a team of results-oriented, creative thinkers, and promote professional growth and development for all staff.
- Develop the Board of Directors and utilize their talents; keep the board informed of organization activities, progress, and priorities.
- Plan, develop and implement strategies for generating sustainable resources and revenue streams including private donations, foundation grants, and government contracts; provide strategic financial leadership to a growing organization.
- Actively foster and maintain relationships with state and agency affiliations, corporate and national partnerships, and membership.
- Continue NACA's growth as a successful national non-profit association, enhancing its professional certification training programs
- Provide leadership and vision to the NACA membership and staff, upholding the integrity of NACA professionalism.

- Encourage full membership participation in all aspects of NACA programming.
- Support and develop NACA as an innovative and professional training leader in the animal care and control field.
- Effectively communicate NACA's goals and priorities with all partners, potential partners, and stakeholders, and build relationships with key leadership in partner organizations, state association agencies, and the animal welfare community. Develop and implement a comprehensive strategy plan for member recruitment and retention to represent the vast majority of animal care and control stakeholders through the development of strong Board, volunteer and membership relations. Work with funding partners on shared goals to improve the efficiency, cost effectiveness and impact of NACA.
- Develop and implement an integrated program to market key products, including the annual conference, NACHO and other NACA trainings, the certification and recertification programs, publications including the revised Training Manual and NACA News, and other products.
- Develop strategies to maximize the use of technology in online training opportunities for membership.
- Lead change, ensuring clarity, understanding commitment to goals, objectives, timeline, and outcomes.

Professional Qualifications

Candidates for the Executive Director position will possess most, if not all, of the following qualifications and experience:

- **Nonprofit Management:** At least 5 years of experience in management roles of progressively increasing responsibility. Demonstrated success as a general business manager with profit and loss accountability. Experience working with a Board of Directors. Experience with developing training programs, including but not limited to online trainings, webinars, videos, etc.
- **Fundraising:** Demonstrated success as a fundraiser, experience in increasing revenue through unrestricted contributions, identification of and interaction with donors, creation, and management of fundraising processes.
- **Education:** Graduate degree in Business Administration preferred, or Graduate degree in Learning and Development. Must have a thorough knowledge of the principles and methods of animal care and control, governmental and nonprofit organizations, and sound management.

Personal Attributes

- **Management:** Ability to gain high level of community knowledge and connectivity; proven ability to establish relationships with civic leaders and governmental agencies.

- **Interpersonal & Communication Skills:** Excellent communication skills, including verbal, written, and listening; experience representing an organization to the public. Strong interpersonal skills with sensitivity to diversity and multi-cultural issues. Able to build effective relationships for the organization among diverse constituencies: NACA staff, membership, community, and legislatures. Empathy for, understanding of, and respect for members.
- **Organizational Skills:** Ability to be proactive, manage / balance the strategic and operational needs of a complex and growing organization. Detail oriented with superior organizational ability.
- **Strategic Thinker:** Demonstrated strategic vision and leadership, with an ability to be hands-on when needed.

Compensation and Benefits

The Executive Director is a full-time, salaried, professional position located remotely. NACA employees enjoy a full benefit package including health insurance, dental insurance, and paid time off (vacation and holiday).

Non-Discrimination

NACA is an equal opportunity employer. We do not discriminate on the basis of race, religion, gender, age, national origin, disability, or military status.

Application Process

Interested parties should submit their resume and cover letter with salary requirements to NACAEDSearch@gmail.com or mailed to: NACAEDSearch, P.O. Box 9764, Cedar Rapids, IA 52409.