



Potter League for Animals
Job Description

JOB TITLE	Executive Director	DEPARTMENT	Administration
CLASSIFICATION	Full time, salary, exempt	REPORTS TO	Board of Directors
SUPERVISES	Director of Administration & Finance; Director of Development; Director of Communications, Marketing and Outreach, Director of Operations, Special Projects Coordinator, Administrative Assistant		

JOB PURPOSE

The Executive Director is responsible for developing goals, operating plans, and policies to ensure the achievement of the overall mission and vision of the organization and the current Strategic Plan. The Executive Director must maintain the confidence of the stakeholders, Board of Directors and community at large by exhibiting honesty, integrity and a high level of competency.

ACCOUNTABILITIES

- In consonance with the Strategic Plan, directs the development of the short and long range goals, policies, budgets and operating plans for the Potter League
- Ensures the financial stability of the Potter League
- Establishes and maintains an organizational structure designed to achieve established goals and objectives, develops professional management growth and delegates limits of authority to subordinate managers regarding policies, expenditures and personnel matters
- Effectively manages and maintains a highly motivated, well-trained staff
- Regularly informs the Board of Directors of progress toward established goals and objectives and provides comprehensive management recommendations when the approval of the Board of Directors is necessary
- Represents the Potter League to the community, professional groups, representatives of government, and regulatory agencies
- Effectively communicates and advocates for the organization both internally and externally
- Performs all duties in line with the Potter League's Bylaws, Mission Statement, policies, procedures and all state and federal regulations
- Other duties as requested

EMPLOYMENT DISCLAIMER: *This job description is not a contract - management reserves the right to change its contents at any time. This organization complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as a disabled veteran or veteran of the Vietnam era. This organization is an Equal Opportunity Employer.*

Approved date: January 17, 2012