

Yellowstone Valley Animal Shelter (YVAS) in Billings, Montana, is seeking a dynamic leader to champion its mission, cultivate community support, and serve as the primary face of the organization; officially this means that we are now actively seeking our next talented Executive Director! YVAS is a community focused non-profit, striving daily to fulfill our mission and vision, and advance our facility and operations to the next level.

Here's a little about what we are looking for in candidates...

We are interested in candidates that have expertise with grant writing, fund development, public speaking, and working with limited budgets. The successful candidate will be someone who understands the constraints and obligations that come with the context of non-profit operation in Montana.

So, if you have a heart for animal welfare, value community service, and consider yourself an individual who excels in working with a skilled team - you should keep reading! Better yet, if you are a mission-minded, experienced leader, skilled at motivating and leading staff... we should visit about this opportunity! If all of this sounds familiar, this is likely the career opportunity you've been searching for!

Career Opportunity: Executive Director | **Organization:** Yellowstone Valley Animal Shelter (YVAS)

Location: Billings, Montana | **FLSA Status:** Exempt & Full-time

Wage / Hours: \$45,000 - \$70,000 / year - depending on experience

To Apply: Email a cover letter, list of references and updated resume to Ryan at RyanC@aehr.org

[Or for more info - Contact Ryan at (406) 248-6178]

Summary/Objective:

The Executive Director (ED) is the strategic leader of the organization. The ED bears responsibility for the financial, operational, and administrative management of the organization. In this capacity, the ED is responsible for the achievement of adequate fundraising and for the fiscal stewardship of the organization's funds. This position reports to and works in partnership with the Board of Directors and is responsible for implementation of policies set by the Board as well as annual goals and objectives.

Skills and Abilities Required:

- o Proven leadership skills; leading, managing, and supervising diverse groups
- o Skilled with collaborating, networking and excels at building working relationships with community partners
- o Self-motivated, enterprising and creative problem solver exhibiting sound judgment
- o Exceptional written, verbal and interpersonal communication skills
- o Proficiency in preparing financial documents, reports, and budgets
- o Professional conflict resolution skills
- o Capacity to guide strategic planning and implementation of organization's long-term goals

Special Work Requirements / Responsibilities:

- o Financial management; such as regular monthly financial reporting and budgeting
- o Leadership and supervision role for multiple small groups of staff (different departments)
- o HR and fiscal operations and functions requiring management of confidential records, information, and documentation
- o Demonstrated working knowledge of computer-based programs and tools (Word, Access, Outlook, Excel, PowerPoint, QuickBooks, project management software, social media, and website maintenance)

Required Education & Experience

- 1) Bachelor's degree (4-year degree from an accredited college or university)
 - a. Preferably in Business Administration, Non-Profit Management, or a related field.
- 2) A minimum of 5 years of demonstrable experience in leading teams/groups, management of an organization, fundraising and business development.
- 3) Experience working within the non-profit sector; a working knowledge of the constraints, demands and objectives related to non-profit success and sustainability.
 - a. Preferred: Experience in animal shelter operations and/or animal care.
- 4) Highly proficient written and verbal communication skills; must be demonstrable with work experience.
- 5) Drivers' License - Must possess a valid State of Montana driver's license (or the equivalent in another State, with eligibility to be licensed in Montana).

A little about YVAS: We are the provider for animal care services for the City of Billings. Our organization is founded on the principle of community engagement with the goal of building partnerships to save lives. We cannot overemphasize the important role animals play in the lives of humans and we'd like to return the favor. Yellowstone Valley Animal Shelter is committed to the humane treatment of animals. We are considered an "open door" shelter. This means that we will turn no animal away that is from the City of Billings regardless of health, temperament or age. Because we understand that all animals come to us under the care and compassion of someone, we also are committed to the people involved in the care and welfare of these animals.

For more information, please contact Ryan at (406) 248-6178 or by email at RyanC@aehr.org