



CHARLOTTESVILLE-ALBEMARLE SPCA

Position Announcement: Chief Operating Officer

The Charlottesville-Albemarle SPCA is an open-admission, no-kill animal welfare organization located in Charlottesville, VA whose mission is to advance the compassionate treatment of animals by providing sheltering, medical care and behavioral services for dogs and cats; promoting permanent, caring homes; and furthering education and outreach. In addition, the Charlottesville-Albemarle SPCA provides contractual pound services to the City of Charlottesville and Albemarle County ensuring that all healthy and treatable animals are placed into loving homes.

Position Summary:

The Chief Operating Officer reports directly to the Chief Executive Officer and is responsible for operational and fundraising development, design, analysis, evaluation and improvement; regulatory compliance; emergency preparedness; relationship building with internal and external stakeholders; program and service delivery; among other essential activities under the direction of the CEO. The COO must ensure that Charlottesville-Albemarle SPCA operations are effective and efficient and that proper management of organizational resources is prioritized in order to achieve optimal lifesaving and to fulfill with integrity the Charlottesville-Albemarle SPCA's mission and the vision of its Board of Directors.

Key Responsibilities:

- Drive performance measures for the organization's operations and manage cross-departmental communication and efficiencies to meet strategic goals
- Oversee departments to include Development, Marketing, Adoptions, Animal Care, Animal Transport, Programming, Admissions, Veterinary Services, Humane Education and Training, and Volunteers, as well as special projects as assigned
- Oversee budgeting and budget compliance for all departments
- Track and assure all regulatory reporting is completed accurately, timely and in compliance with applicable law
- Assure all operational activities are completed in compliance with applicable law and to the standards set by the CEO
- Review and provide input on contracts
- Engage in regular analysis, evaluation and reporting of operational and development activities
- Direct all fundraising activities and lead the organization's communications strategy
- Analyze shelter data, community data and national data as well as industry trends
- Respond to and manage crises
- Recommend strategies and tactics to the CEO to respond to current and future needs
- Develop policies and procedures to guide emergency preparedness and safety as well as operational activities as needed

- Develop and maintain relationships with local governments and animal control agencies, other non-profit organizations, area businesses and other key community members
- Advocate for progressive no-kill animal welfare philosophies and models in a variety of forums
- Serve as a spokesperson for the organization, to include at the General Assembly, before Boards of Supervisors and City Council, and with local media
- Support the work of the Committees of the Board of Directors
- Fulfill responsibilities as assigned by the CEO, among other duties as needed

Qualifications:

- The ideal candidate must demonstrate a sincere commitment to the no-kill philosophy and operating model, possess excellent communications and project management skills, be an adept and creative problem solver, be flexible, have good judgment and be diplomatic, be detail oriented with superb time management, and act with integrity and consistently with the values of the Charlottesville-Albemarle SPCA.
- Candidates must have a four-year undergraduate college degree. Prior communications, development or human resources management experience is required, and the ideal candidate may oversee at least one of these departments in addition to those previously listed in the section above.
- Extensive prior experience in management with a no-kill humane organization that operates a shelter is required.

Salary: Competitive

Type: Full-Time

Benefits: 401K with company match, Medical, Dental, Vision, Life, Disability, Paid Time Off, Discount Gym Membership

Please send a cover letter and resume to:

Angie Gunter
Chief Executive Officer
Charlottesville-Albemarle SPCA
careers@caspca.org