



JOB DESCRIPTION

Executive Director for WAG Rescue

ABOUT THE ORGANIZATION:

Wimberley Adoption Group & Rescue (WAG Rescue) is a nonprofit organization dedicated to alleviating overcrowding in Central Texas shelters and providing adoption services to the community. We deliver compassionate care and responsible adoption services while strengthening community engagement in animal welfare.

WAG Rescue seeks an experienced Executive Director with a passion for animal welfare to provide leadership, build long-term sustainability, and engage the Wimberley community in support of our mission. This is a full-time, work-from-home position based in Wimberley, Texas.

THE IDEAL CANDIDATE:

- Is an animal lover who is passionate about animal welfare and committed to compassionate, humane treatment of animals
- Understands Wimberley and surrounding area demographics
- Views relationship-building as essential to job success, and appreciates a collaborative approach to achieve common goals
- Takes a proactive approach to problem-solving, is organized, and prioritizes tasks to hit deadlines
- Has a proven track record with fundraising and grant writing to build long-term sustainability
- Demonstrates excellent written, visual, and verbal communications skills
- Has experience successfully forecasting, managing budgets, allocating resources, and using financial data to make timely and effective decisions
- Can establish a strong, collaborative, and mission-driven organizational culture

ESSENTIAL DUTIES OF THE EXECUTIVE DIRECTOR:

Leadership and Strategic Development:

- In collaboration with the Board of Directors, develop a strategic plan to advance WAG Rescue's mission and goals
- Develop and implement an annual operating plan, setting objectives and reporting outcomes to the Board and stakeholders
- Recruit, develop, and maintain the Board of Directors to strengthen individual engagement and Board governance

Fundraising and Donor Relations:

- Develop and execute a comprehensive fundraising strategy that includes grants, major donors, individual giving, corporate sponsorships, and events
- Plan, implement, and evaluate fundraising campaigns and activities
- Cultivate relationships with donor prospects as well as existing major donors, corporate sponsors, and grantors
- Create and manage a portfolio of foundation/corporate partners for grant opportunities, application submission, and reporting
- Provide tools and guidance to aid Board members in identifying and cultivating donor prospects

Financial and Operational Management:

- Uphold the fiscal integrity of the organization through budget creation, management, reporting, and oversight in collaboration with the Finance Committee
- Monitor financial performance and provide regular reports to the Board of Directors
- Ensure compliance with all relevant regulations and laws; maintain accountability standards to donors
- Establish policies and procedures to maximize operational efficiencies.

Volunteer and Staff Management:

- Oversee hiring, onboarding, and management of staff including performance evaluations and professional development
- Recruit and support WAG Rescue volunteers, fostering a positive and inclusive organizational culture
- Oversee training, scheduling, and recognition programs to engage and retain volunteers

Communications and Community Engagement:

- Serve as WAG Rescue's spokesperson, thought leader, advocate, and community liaison
- Communicate WAG Rescue's mission and impact to enhance the organization's public profile
- Create and implement a comprehensive communications strategy and plan that includes email, website, social media, and community events
- Build and foster collaborative relationships with community stakeholders, media, and other animal welfare organizations
- Advocate for responsible pet ownership and policies that support animal welfare in the Wimberley area

REQUIRED QUALIFICATIONS:

- Minimum of 3 years of nonprofit management experience with a successful track record in fundraising and donor cultivation, communications and community engagement, and/or nonprofit management
- Minimum of 3 years of development experience with a successful track record in cultivating donors, grant writing, and/or raising major gifts for programs and operations
- Ability to work flexible hours including some weekends and evenings, as needed for events

PREFERRED QUALIFICATIONS:

- Bachelor's degree in nonprofit management, business administration, animal science or a related field
- CFRE (Certified Fund Raising Executive) or other nonprofit certification

COMPENSATION:

- \$70,000-\$80,000 annual salary, commensurate with experience
- Health insurance
- 3 weeks paid time off (sick or vacation)

TO APPLY:

Submit a cover letter, resume, and three professional references to:
jennifer@jenniferlongconsulting.com

References will not be contacted until candidates have been interviewed.