



Job Title:	Executive Director	Location:	Pleasant Plain, OH
Reports to:	Board of Directors	Position Type:	Full-time, Exempt
Salary Range:	\$75,000 - \$95,000	Contact:	jen@circletail.org

Job Description

Circle Tail's mission is to empower, inspire, and educate individuals and communities through professional training and partnership of highly skilled service-oriented dogs.

SUMMARY: The Executive Director shall serve as the chief executive officer of Circle Tail, Inc. The Executive Director is the key management leader of Circle Tail, Inc. and is responsible for overseeing the administration, programs, and strategic plan of the organization. The Executive Director shall have responsibility for the active management of the affairs of the organization. The Executive Director shall recommend and participate in the formulation of new policies and make decisions within existing policies as approved by the Board of Directors. Other key duties include fundraising, marketing, and community outreach.

REPORTS TO: Board of Directors

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Financial:

- Responsible for fiscal integrity and management of Circle Tail, Inc., including operating within the approved budget and ensuring maximum resource utilization
- In collaboration with Board of Directors, responsible for fundraising and development of resources necessary to support Circle Tail, Inc.'s mission
- Plan and operate annual budget
- Submit proposed annual budget and monthly financial statements to the Board of Directors

Organizational Governance and Operations:

- Serve as an ex officio member and advisor to the Board of Directors and Executive Committee to fulfill Circle Tail, Inc.'s mission
- Assemble, prepare, and report information required by the Board of Directors
- Assist with strategic planning, and implement that strategic plan
- Work closely with Board of Directors and seek the Board's involvement in policy decisions, fundraising, and championing of the organization
- Recruit, hire, train, direct, supervise, and collaborate with Circle Tail, Inc. staff, enlisting assistance from Director of Operations as needed
- Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of Circle Tail, Inc.
- Make or supervise day-to-day executive decisions necessary to accomplish the organization's mission and implement the policies of the Board of Directors
- Establish and implement procedures and practices that achieve the organization's objectives and safeguard its assets

- Review and approve contracts for services and organizational needs

Public Relations:

- Serve as Circle Tail, Inc.'s primary spokesperson to the organization's constituents, media, and public
- Establish and maintain relationships with various organizations to strategically enhance Circle Tail, Inc.'s mission
- Represent the organization at meetings/events with all partners and interested parties
- Oversee marketing and communications efforts

Additional:

- Other duties as assigned by the Circle Tail, Inc. Board of Directors

Time Commitment: minimum 40 hours/ week

QUALIFICATIONS

- Bachelor's degree or equivalent
- Three or more years of executive management experience. At least two years of senior nonprofit management experience preferred
- Proven leadership experience and integrity
- Hands-on budget preparation, analysis, decision-making, and reporting skills
- Strong business management skills
- Knowledge of stakeholder relationship cultivation
- Collaboration skills to motivate board, staff, and volunteers
- Proven ability to interface and engage diverse volunteer, staff, and donor groups
- Strong public speaking skills