

### **About the President & CEO position**

AWLA seeks a leader, fundraiser, community builder, and animal welfare advocate to lead an exciting period of growth. A new President & CEO will engage, connect, and build meaningful relationships with staff, the Board of Directors, volunteers, government officials, community partners, and donors in Arlington, Virginia, and beyond. In collaboration with these stakeholders, the new leader will oversee strategic initiatives aimed at driving growth and innovation, while expanding AWLA's strategic vision and impact. Reporting to the Board of Directors, the President & CEO will manage a team of talented and dedicated professionals, including:

- Chief Operating Officer
- Director of Development
- Director of Finance & Administration
- Director of Human Resources

The ideal candidate is an authentic, dynamic, and visionary leader who embraces diverse perspectives. We are seeking an inclusive leader, known for listening first, motivating, empowering others, and inspiring donors and key stakeholders. The candidate will excel in building and sustaining trust while maintaining a sharp focus on organizational strategy, performance, and operations.

The incoming President & CEO will have the opportunity to capitalize on AWLA's rich 80-year history while spearheading innovative strategies to propel the organization into a new era of impact and expansion. They will champion animal welfare, creativity, innovation, and expand a generous donor base while overseeing the next phase of growth and innovation.

### **Responsibilities**

#### STRATEGY AND LEADERSHIP

- Collaborate with the Board to provide vision and direction for program, policy, and organizational growth.
- Support Board activities and assist in Board recruitment and engagement efforts.

#### FUNDRAISING

- Collaborate with the Board and development team to secure new donors. Maintain donor relationships and innovate fundraising efforts to enhance financial stability, including major gifts and planned giving programs.
- Lead the development of capital campaigns, collaborating with relevant stakeholders to meet financial objectives. In conjunction with the Board and Development Director, help to secure funding for any campaigns

#### DEI AND TEAM MANAGEMENT

- Foster a diverse, equitable, and inclusive workplace through policy implementation and DEI training initiatives. Support continuous learning and development opportunities for staff and volunteers.

- Ensure clear communication of decisions impacting staff and the organization. Develop and implement procedures for effective management, administrative practices, and fiscal responsibility.
- Uphold professional standards and practices, leading by example to foster staff development aligned with AWLA's vision.

#### ACCOUNTABILITY AND OPERATIONAL EFFECTIVENESS

- Oversee AWLA's budget and strategic plan to ensure fiscal integrity and effective capital allocation.
- Evaluate program effectiveness and community needs to establish short-range objectives and plans. Research potential programs in consultation with staff to enhance AWLA's impact.
- Drive continuous improvement by implementing best practices and fostering a culture of innovation and efficiency.
- Standardize processes across the organization to enhance operational effectiveness and ensure consistency.

#### PUBLIC RELATIONS AND COMMUNITY OUTREACH

- Act as AWLA's spokesperson, promoting its goals and mission to a diverse set of stakeholders. Represent AWLA locally, regionally, and nationally.
- Collaborate with Arlington County staff to fulfill the county contract requirements.

#### **Your qualifications**

The AWLA Search Committee's ideal candidate meets the criteria listed below.

- Substantial executive leadership experience with a strong track record of organizational growth, ideally in a senior role.
- Proven track record in fundraising, including donor cultivation and gift solicitation. Experience leading capital campaigns is preferred.
- Passion, empathy, and a demonstrated commitment to the mission of AWLA.
- Experience overseeing essential executive functions such as strategy, finance (including managing budgets of \$5+ million), operations, communications, and fundraising, preferably in a non-profit setting.
- Demonstrated history of leading teams and fostering an organization rooted in a compassionate culture.
- Experience in driving continuous improvement, standardizing processes, and enhancing operational effectiveness to ensure efficiency and consistency.
- Strong communication skills with the ability to engage diverse audiences and uphold organizational relationships.
- Ability to welcome and respect multiple perspectives and groups.

#### Desirables:

- Familiarity with Arlington County, Northern Virginia and/or D.C. Metropolitan area.
- Experience in animal welfare and open admission humane society or animal control fields.
- Experience creating, reviewing, and analyzing financial statements, financial disclosures, and audits.

## **About the Animal Welfare League of Arlington (AWLA)**

Founded over 80 years ago, the Animal Welfare League of Arlington (AWLA) serves the Northern Virginia and D.C. Metropolitan area with comprehensive animal adoption, rescue, control, and community programs. AWLA's mission is to improve the lives of animals and people by providing resources, care, and protection. Guided by values of leadership, compassion, honesty, adaptability, and teamwork, AWLA fosters an inclusive and supportive environment for staff, volunteers, clients, and the community.

AWLA is a private organization that holds a contract with Arlington County for animal control and sheltering services. AWLA operates as an open-access shelter, welcoming all animals in need from Arlington County and Falls Church City. Key programs include robust animal adoptions, a nationally recognized kitten foster program, dedicated animal behavior staff, in-house veterinary care for shelter animals, and community pet care services such as free or low-cost vaccination clinics, Community Care Clinics, a free pet food and supply pantry, spay/neuter vouchers, and emergency pet housing.

AWLA's positive outcome rate stands at an impressive 97%, reflecting its commitment to finding suitable homes for animals through adoption, transfer, or return to their owners. In FY23, AWLA adopted 2,606 animals and rescued 1,325 from shelters across the region. The organization also serves as the County's animal control and wildlife management, enforcing local ordinances and providing rehabilitation support through its Wildlife Resource Center.

These efforts are supported by a dedicated team of around 50 staff and hundreds of volunteers and fosters who embody AWLA's values, ensuring transparency, compassion, and effective stewardship of resources. Through education, outreach, and community engagement, AWLA continues to be a beacon of hope for animals in need while fostering a humane and supportive community.

## **Compensation**

The hiring range is anticipated to be \$130,000 - \$150,000 per year, commensurate with qualifications and experience with competitive annual bonus opportunities.

Generous benefits include: premium medical benefits, dental and vision insurance; separate vacation and sick time accruals, 12 annual paid holidays plus 3 annual floating holidays; flexible working hours and the opportunity to work remotely a few days per week for qualified positions. After 2 years of employment, employees qualify for a retirement contribution of 7%. This position also qualifies for the Public Service Loan Forgiveness Program and the League pays a salary bonus for language ability in: Arabic, Mandarin, Sign Language, Spanish or Vietnamese. Plus, free pet adoptions, pet vaccines and more.

## **To Apply**

Please submit the following:

1. Cover Letter: Address your experience relevant to the qualifications and responsibilities outlined above, including experience with fundraising, animal welfare, and the Greater DC area.

2. Resume: Include a detailed resume outlining your work history, education, and any relevant achievements.
3. References: Provide three (3) references who can speak to your character and professional experience. Please include their names, titles, contact information, and a brief description of your relationship with each reference.
4. Optional: Candidates may submit supplemental materials demonstrating success in fundraising, regional animal welfare advocacy, nonprofit organizational growth, or other desirable qualifications.

Applications will be reviewed on a rolling basis, with a deadline to apply by September 15, 2024. The application process is designed to have the Search Committee select a new President & CEO to be in place by the end of 2024.

**Vaccination requirement:** Upon hire, employees will be required to receive rabies prophylaxis and tetanus vaccinations.

*We welcome applications from people of color, indigenous people, LGBTQ individuals, and other communities that have been marginalized and disproportionately impacted by violence and abuse. We aim to maintain a diverse and dynamic workforce and are committed to providing equal employment opportunities (EEO) to all employees and applicants for employment and promotions without regard to race, color, religion, gender, sexual orientation, gender identity, marital status, veteran status, age, national origin, disability, or any other basis protected by federal, state or local law.*

*Due to the high volume of applications, we are unable to respond to each applicant individually. Only candidates selected for an interview will be contacted. Thank you for your understanding. **No phone inquiries, please.** The Animal Welfare League of Arlington is a 501(c)3 non-profit organization.*