



## The Feline Fix

### Job Description – Executive Director

Reports to: Board of Directors

Job Type: Full-time (32 hours/week), Exempt

Location: Commerce City, Colorado

### **Our Mission & Vision**

The Feline Fix exists to champion the welfare of all cats, especially the most vulnerable. Our work contributes to a future in which all cats are valued and treated with kindness. We aspire to accomplish this mission and vision through our programs, High Quality High Volume (“HQHV”) low-cost spay/neuter for cats, Feline Wellness, and Foster and Adoption.

### **Our Leader**

The Feline Fix Executive Director (“ED”) is a visionary who thinks creatively and approaches problem solving with optimism. They embrace the unique challenges of leading a thriving animal welfare nonprofit and recognize that collaboration is key to making an impact.

The ED is responsible for the overall leadership, strategic direction, and operational oversight of The Feline Fix. This includes managing all aspects of the organization including financial sustainability, human resources and staff development, risk management, community outreach, program evaluation and design, ensuring high-quality clinic operations, and facilities maintenance. The ED works collaboratively with the Board of Directors, staff, and community partners to further the organization’s mission and impact.

### **Key Directives:**

#### Leadership & Strategic Planning

- Develop and execute strategic plans in alignment with The Feline Fix’s mission and goals.
- Serve as the primary spokesperson and advocate for the organization, fostering relationships with community stakeholders, donors, and partners.
- Represent The Feline Fix in the animal welfare community in the Denver metropolitan and greater Colorado areas. Actively explore and follow trends in animal welfare locally and nationally.
- Advocate for policies and initiatives that support humane population control and feline welfare.
- Provide support to the Board of Directors, ensuring strong governance and collaboration.
- Cultivate an inclusive and mission-driven organizational culture that values teamwork, compassion, integrity, and growth.

#### Financial Management & Fundraising

- Oversee the organization’s financial health, including budgeting and forecasting with a focus on both short-term and long-term cash needs.
- Report timely and accurate financial information to the Board. Foster open communication and partnership regarding the financial health and sustainability of the organization.
- Manage the annual audit and Form 990 filing.
- Support and guide the Director of Development & Marketing in building a robust, diversified, and balanced fundraising infrastructure.
- Actively participate in donor development, grant preparation, and client experience to propel The Feline Fix name in the community and expand funding sources.

## Staff & Volunteer Engagement

- Set a strong example for employees by leading with kindness, professionalism, and integrity.
- Nurture a positive working environment, motivating and inspiring staff and volunteers to participate fully in the mission of the organization.
- Support recruitment and retention of staff per organization needs and budget.

## Program & Operations Administration and Oversight

- Ensure efficient, high-quality clinic operations, including spay/neuter services, medical care, and community programs. Evaluate programs regularly for relevance, efficiency, and financial soundness.
- Take responsibility for the organization's rescue status and compliance with the Colorado Department of Agriculture Pet Animal Care Facilities Act ("PACFA") and other relevant animal welfare laws.
- Develop and maintain policies and procedures that promote operational excellence and compliance with veterinary and nonprofit standards.
- Oversee facility management and evaluate organizational risk areas to provide a workplace free from serious recognized hazards and comply with standards, rules, and regulations per OSHA.

## **Qualifications:**

### Required Knowledge, Skills and Abilities

- Commitment, passion, and dedication to The Feline Fix's mission.
- Leadership skills and proven ability to elicit trust and commitment from Board of Directors, staff, volunteers, donors, and the community.
- Knowledge of nonprofit governance, legal compliance, and 501(c)(3) public charity requirements.
- Strong financial management skills, including budgeting, forecasting, and analysis.
- Familiarity with current animal welfare trends and environment. Proven leadership experience in a veterinary related field preferred.
- Knowledge of, or willingness to learn, PACFA requirements and ability and willingness to be responsible for the organization's PACFA license and rescue status.
- Excellent written and oral communication including public speaking, and interpersonal skills.
- Ability to maintain and demonstrate a high degree of professionalism and integrity.
- Proven ability to forge community and business relationships and effectively promote The Feline Fix's value to the community.
- Demonstrated ability to motivate and bring people together toward a common vision and goal.
- Mastery of Microsoft Office.

### Education and Experience

- Bachelor's Degree
- Minimum of five years' professional nonprofit finance or fundraising experience
- Experience working on or for a board of directors
- Self-motivated and self-directed, highly organized

**Additional Information:**

Employment is contingent on clean background check.

Salary range is \$70,000-\$85,000 depending on experience and skill set.

Full time is 32 hours/week; hybrid work schedule available.

Some weekends and evenings required.

To apply, please send cover letter and resume to [careers@thefelinefix.org](mailto:careers@thefelinefix.org).