



Assistant Director

Animal Protection Society-Friday Harbor

APS-FH is looking for an Assistant Director for a one-year term (eligible for extension or permanent full time). Reporting to the Executive Director, this is a unique opportunity to receive hands-on experience with the daily management of shelter staff, operations, and Board of Directors. You will sharpen your leadership skills in people management, fundraising, Board and donor relations, grant writing, and operations. We have created this role as a spring-board opportunity for a high potential individual with experience in non-profit, animal welfare to become an exceptional leader and Executive Director as a career path.

About Us:

The Animal Protection Society–Friday Harbor (APS-FH), established in 1982, is a nonprofit 501(c)(3) (ID# 91-1717047) organization dedicated to animal welfare. APS-FH is in a beautiful state of the art facility, and operates through private funding without any local, state, or federal support, except for a small portion of county dog license fees. Our primary purpose is to provide essential programs and services that protect and improve the lives of companion pets. Through adoption matchmaking; local, regional, and national partnerships; low-cost clinics and other community support services; and outreach, and education we strive to create a society where empathy and love for animals are foundational, and every pet has a happy “home.”

About You:

Beyond a desire to become an Executive Director, you have the competencies and capabilities for leadership and an ability to move confidently between tactical operations and high level executive communication. You should be willing to embrace rapid context switching with the ability to prioritize, problem solve, and provide guidance to our exceptional staff and community while leading with our strong set of core values and compassion.

Required Competencies, Capabilities and Experience:

- Minimum of 2 years of professional experience in leadership role(s) with direct report management.
- Demonstrated hands-on experience with animals.
- A passion for animal welfare, and commitment to advancing the organization's mission.
- A passion for continued learning.
- Strategic thinking and problem-solving skills.
- Strong decision-making skills and the ability to analyze problems and implement solutions.
- Understanding of how to translate strategic priorities into actionable plans and initiatives.
- Bring a positive attitude, an ability to motivate people, and build morale by building effective teamwork.
- Demonstrated ability to build and maintain open, effective, and cooperative communications, and relationships with staff and management, public, partnering organizations, and other stakeholders.
- Proven experience working successfully with the public.
- Excellent oral and written communication skills, combined with strong organizational abilities.
- Experience with financial management and/or budgeting.
- Working knowledge of computers, internet, and technology.

- Valid driver's license.

Preferred experience:

- College education in management or equivalent successful experience running or managing a business or nonprofit.
- Worked in a veterinary, kennel or shelter/rescue position in the past.
- Experience with operations management and strategic planning.
- Understanding of how to build strategic partnerships.

Bonus points for:

- Bachelor's or master's degree in business administration, non-profit management, or a related field or relevant work experience.
- Experience working in a non-profit or mission-driven environment.
- Knowledge of animal welfare issues including familiarity with ASPCA Association of Shelter Veterinarians Guidelines for Shelter Care
- Specialized or technical training in animal welfare or animal shelter/kennel operations.
- Fundraising experience.
- Human Resources experience

Benefits:

Compensation range is \$32-\$35 per hour, non-exempt.

This role is eligible for one week PTO the first year, two weeks in subsequent years. Paid sick leave is in accordance with WA state sick leave policies.

\$4,000 annual wellness stipend - paid out monthly, and at-cost limited vet care through our on-site clinic after a 90 day probationary period.

Housing provided. More details below.

More about this role:

Friday Harbor WA is one of the top tourist destinations in the Pacific Northwest. Named Best Small Town in Washington by WorldAtlas and Best Small Town in America by Larotravels. Known for our resident Orca population and native foxes, our community is passionate about the protection of all kinds of domestic and wild animals.

Our unique community hosts multi-generational families, farmers, researchers, boaters, and artists from all over the world. And like many other tourism heavy towns, we have housing and transportation challenges complicated by our location which is accessible only by ferry and small aircraft. **Realizing this challenge in recruiting top talent, we are offering this position as a one-year, renewable term, with *no-cost housing provided for up to two years*. This house is an adorable 1 bedroom, 1 bath historic home adjacent to the shelter property and appropriate for two people and subject to rental and employment agreements. Pets will be considered with a pet deposit.**

For consideration, please send cover letter and applications to:
director@apsfh.com