



Position: Executive Director

Organization: MN SNAP (Minnesota Spay Neuter Assistance Program)

Location: Minneapolis, Minnesota, USA

Full-time; Exempt

About MN SNAP: MN SNAP, a nonprofit organization, is dedicated to reducing pet overpopulation in Minnesota by providing affordable spay and neuter surgeries, along with core vaccinations for cats, dogs, and rabbits, to pet owners and organizations that may not have access to these essential services. Through a mobile surgery clinic that travels statewide and a stationary clinic in North Minneapolis, MN SNAP has completed more than 197,000 surgeries since 2010 in partnership with low-income families, nonprofit rescues and shelters. These efforts keep pets in their loving homes and aid in the management of community cat populations throughout Minnesota.

Headquartered in North Minneapolis, and partnering with dozens of communities in all parts of the state, we actively support a diverse clientele and are seeking an individual dedicated to fostering inclusivity within our organization and serving racially and socioeconomically diverse communities. We encourage applications from those identifying as BIPOC and other underrepresented identities to align with our commitment to diversity.

MN SNAP Executive Director Role:

MN SNAP seeks a full-time Executive Director who will be a passionate leader of the MN SNAP team and responsible for the advancement of our organization in the community. The Executive Director will provide their expertise and leadership skills while overseeing general operations. Responsibilities will include such tasks as marketing and development, fundraising, financial management and budgeting, operations management, supervision of personnel, volunteer management and public relations.

Responsibilities:

1. Leadership and Vision:

- Provide visionary leadership to advance the organization's mission and strategic objectives.
- Collaborate with the board to develop and implement a comprehensive strategic plan.

2. Operational Management:

- Oversee day-to-day operations, ensuring efficient and effective delivery of spay and neuter services.

- Manage organizational resources, including budgeting and financial oversight.
- 3. **Fundraising and Development:**
 - Develop and execute a comprehensive fundraising strategy to secure financial support from individuals, foundations, and corporate partners.
 - Cultivate relationships with donors, stakeholders, key community leaders, and the media to expand the organization's reach, awareness, and support.
- 4. **Advocacy and Community Engagement:**
 - Act as the primary spokesperson for MN SNAP, advocating for animal well-being and education issues in the community.
 - Foster partnerships with national and local organizations, government agencies, Tribal Nations and veterinary professionals.
- 5. **Program Development and Evaluation:**
 - Oversee the development and implementation of programs that align with the organization's mission.
 - Evaluate program effectiveness and make data-driven decisions to enhance impact.
- 6. **Board Collaboration:**
 - Collaborate with the board of directors, providing regular updates and working together to achieve organizational goals.
 - Engage board members in fundraising and advocacy efforts.
 - With the board of directors, support MN SNAP's vision, mission and implementation of the strategic plan to guide the organization.

Qualifications:

1. **Passion for Animal Well-Being:**
 - Demonstrated commitment to improving the lives of animals.
2. **Nonprofit Leadership Experience:**
 - Proven experience in nonprofit leadership or a related field.
 - A minimum of five years' experience in a leadership or senior management position, preferably including experience in an animal welfare organization.
 - Ability to effectively supervise teams of employees and volunteers for high performance.
3. **Fundraising Expertise:**
 - Track record of successful fundraising, including grant writing and donor cultivation.
 - A proven ability to oversee, prepare, implement and administer marketing plans. This may include advertising and digital campaigns, donor and volunteer communication design and implementation, and direct mail campaigns. It also includes event planning and promotion.
 - Ability to communicate and develop relationships with major donors.

4. **Strategic Thinker:**

- Ability to think strategically and implement organizational vision.

5. **Collaborative Leadership:**

- Strong interpersonal skills and the ability to collaborate with diverse stakeholders.
- Ability to work with diverse groups of people in a professional and friendly manner including clinic staff, volunteers, community and civic organizations and officials, customers, board members, donors, vendors, and the public.

6. **Financial Acumen:**

- Financial management skills, including budgeting and financial reporting.

7. **Communication Skills:**

- Excellent verbal and written communication skills.

8. **Adaptability:**

- Ability to adapt to changing circumstances and lead the organization through growth and challenges.

How to Apply: Interested candidates should submit a resume to Doug Binning, interim Board Chair at dbinning@21-group.com.

Compensation: Base Salary \$90,000 to \$125,000 annually; commensurate with experience.

This job description is not intended to be all-inclusive. The Executive Director will also perform other reasonably related duties that may be requested by the Board of Directors. These related duties are intended to ensure a positive public image, enhance the operation of the organization, improve the quality of life for animals and the overall services of MN SNAP.

Physical Job Requirements:

- While performing the duties of this position, the employee is regularly required to stand, sit, bend, scoop, and use hands and fingers.
- Light to moderate lifting ability (up to 50 pounds) is required.
- Physical tolerance for conditions at the surgery center and mobile unit, including potential exposure to environmental factors such as temperature variations, high noise levels, zoonotic diseases, animal waste, and hazardous chemicals or chemical materials requiring OSHA Material Safety data sheets.

MN SNAP is an equal opportunity employer and encourages candidates from all backgrounds to apply.

Posting Date: January 26, 2024; position open until filled