

Job Title: Executive Director

Organization: KPETS Keystone Pet Enhanced Therapy

Services Location: Lancaster County, PA

Summary:

KPETS is seeking a compassionate and dynamic leader to serve as its Executive Director. The Executive Director will guide the organization's mission of providing animal-assisted therapy services to individuals in need throughout Lancaster County and surrounding areas. They will manage 200+ teams of volunteers, oversee a \$150,000 budget, and ensure the ongoing success of KPETS.

Essential Duties and Responsibilities:

1. Manage a remote, two person part-time staff
2. Manage a \$150,000 budget
3. With Staff, supervise the recruitment, evaluation, registration and scheduling of volunteer human-animal teams
4. Manage outside contractors providing services in grant writing, bookkeeping, data management, Salesforce, video content, and website design and maintenance.
5. With the Board of Directors, develop and implement an annual action plan.

Qualifications:

Demonstrated leadership success with volunteer teams in nonprofit management or animal-assisted therapy.

Excellent communication, interpersonal, and organizational skills

Strong financial management and fundraising skills.

Commitment to the KPETS mission -- a willingness to commit time and energy beyond any requirements specified in the job description ... to do what needs to be done.

Benefits:

Part time, salaried position

Competitive salary and benefits package.

\$3,000 per month; \$36,000 per year

25 hours per week

Paid vacation

75% work from home

25% event oriented work out of home - donor visits, orientation and evaluation of volunteer teams, fundraising, team visits

To Apply:

Please submit your resume and a cover letter outlining your experience and qualifications to hrkpets5@gmail.com by April 20, 2024.