



3225 Alphawood Dr.
Apex, NC 27539

2022 ASV Board of Directors

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DABVP (Shelter Medicine Practice)

Emily Purvis, DVM, MBA

Jennifer Weisent, DVM, PhD

ASV Executive Director Job Description

Objective: This new, remote position is responsible for cultivating a strong and inclusive board, fostering an organizational culture that focuses on respect and trust, and strategically strengthening our programs and impact in our industry. The Executive Director will embody Association of Shelter Veterinarians' values and lead ASV in the execution of its mission and vision, while serving as the organization's spokesperson. The Executive Director interacts with all committees and the Association Manager, providing vision and strategy around future organizational needs, while strengthening Board capacity and organizational culture. The Executive Director will develop and lead ASV's fundraising efforts to ensure ASV's financial stability and sustainability.

The mission of ASV is to advance and support the practice of shelter medicine in order to improve community animal health and well-being. For 20 years, ASV has served this mission through development of resources for shelter veterinarians, providing platforms for networking, and sharing expertise with the field, including publication of industry guidelines, presenting continuing education, and drafting position statements. With over 2000 members, ASV connects shelter veterinarians across the nation and around the world. For more information, please visit sheltvet.org.

The ASV is seeking someone with these skills:

Leadership

- Maintains and assists with implementing the mission and strategic plan of the organization in conjunction with the Board of Directors.
- Establishes and directs operational procedures, including board meetings.
- Working with the Association Manager, plans, organizes, directs, and coordinates the programs and activities of ASV to assure that objectives are attained and member needs are recognized and met.
- Provides Board and committee support as needed, including meeting coordination, program implementation, internal and external communications
- Employs a leadership style that values respect, teamwork, diversity and transparency
- Working with the Association Manager, oversees and ensures compliance with all governance policies and procedures established by the Board of Directors. Recommends changes, additions, and deletions of policies and procedures when appropriate.

Financial

- Develops an annual comprehensive fundraising plan. Leads fundraising efforts for ASV, including from the following sources: high level donors, grants, sponsorships (private, corporate, non-profit) and other sources of revenue to supplement membership fees.
- In concert with the Board of Directors and Association Manager, develops and executes comprehensive marketing, branding, and development strategies that enhance revenue from individual donors, foundations, and corporations and effectively promote ASV programs and services.
- Prepares an annual budget in conjunction with the Association Manager and the Finance Committee. Operates within the limits of the total approved budget and informs the Board of the quarterly status of the organization's financial position.

Membership Relations

- Builds organizational membership and member engagement to maximize overall impact.
- Annually, assesses member engagement, retention, satisfaction and benefits through surveys and analysis of membership data. Develops and oversees the implementation of member recruitment strategies.
- Stays abreast of membership association best practices through engagement with state and national associations.

Board Development

- Sustains and strengthens all board functions including meetings, policy compliance, committee work, etc.
- Conducts, analyzes and shares highlights of annual board evaluations, individual board member evaluations and exit interviews.
- Recognizes need for and instigates processes for organizational development (board development, strategic planning, revamping structure of BOD meetings, recognition of bandwidth, board culture, etc)
- Succession planning for the Board of Directors and the Executive Board. Works with the Board and the DEI Committee to maintain a diverse and inclusive Board of Directors representative of its membership, the community that is engaged and able to leverage and secure resources for the organization.
- Serves as the Human Resources lead for ASV, including personnel management
- Facilitates and participates in board and executive board meetings.

Communication

- Serves as a representative and spokesperson of ASV.
- Keeps current on the national pulse of sheltering to ensure ASV is relevant and remains a part of national-level conversations
- Cultivates effective relationships and strategic partnerships with community and business leaders, stakeholders, media, relevant professional organizations, present and future donors, and anyone who can further the mission of the organization.

- Maintains effective internal and external relationships/communications.
- Develops and implements a project management tool or intranet to improve organizational transparency and to facilitate communications between ASV board members/committees
- Working with the Association Manager, negotiates contracts and other business matters for approval by the Board.

Reporting structure

- Reports to the Board of Directors.
- Works with the organization's Association Manager.

Requirements

- Must have demonstrated experience in fund development for a nonprofit organization, including annual funds, membership drives, planned giving and budget management.
- Must be able to interact with the public in a tactful and diplomatic manner, communicate effectively with other individuals, and be able to objectively evaluate problems and recommend appropriate actions.
- Must have experience working with and coordinating multiple tasks using staff and volunteer resources, especially training and accommodating the Board or Directors and committee members in their organizational functions.
- Experience in sheltering or shelter medicine is preferred.
- Part time or full time position available, minimum of 20 hours per week.
- Salary depends on experience and time commitment. Full time equivalent annual salary range \$100,000 - \$150,000.

To Apply

Please send a cover letter, resume and 2-3 references to info@sheltervet.org by July 8, 2022.