

Executive Director of Business Operations

QAS Mission Statement

Our mission is to advocate for animals by providing safe shelter and care until each animal is placed in a permanent home. We promote spay and neuter programs to help reduce pet overpopulation and strive to be the community's leading resource for education on responsible animal welfare.

Position Overview

The Director of Business Operations (EDBO) plays a critical role in the shelter's success by overseeing business and administrative operations that help the organization meet its goals while supporting high-quality animal care. The EDBO works closely with the Executive Director of Shelter Operations (EDSO) to ensure complete organizational alignment. This position reports to the President of the Board of Directors.

Key Responsibilities

Financial Management

- Leads the shelter's financial and administrative functions, helping the organization meet its goals while supporting high-quality animal care.
- Oversee budgeting, financial reporting, and compliance with applicable financial requirements.
- Monitor spending and financial statements to keep expenditures within budget across all line items.
- Prepare monthly reports that highlight positive and negative financial trends.
- Manage accounts receivable and accounts payable.
- Collaborate with the bookkeeper to ensure statement accuracy and with accountants to prepare the annual Form 990 and other tax filings.
- Make bank deposits and process incoming mail related to financial operations.

Administration & Compliance

- Review and maintain insurance policies annually.
- Handle all insurance claims in a timely and accurate manner.
- Complete the annual MDAR renewal application.
- Update department handbooks and policies annually.

Strategic Partnership

- Partner with the Board of Directors on strategic planning initiatives.
- Attends monthly board meetings.
- Work with the EDSO to identify financial needs and priorities and support annual operations budget planning.
- Meet regularly with the EDSO to provide input on long-range planning, policies, procedures, and financial performance.
- Work with the EDSO to develop strategies that support cost-containment goals.
- Align the goals of Marketing, Events, Grants, Fundraising, and Finance committees with broader organizational priorities.
- **Note: This is not an all-inclusive list.**

Required Qualifications

- Experience in nonprofit business management is required.
- Passion for animal welfare and community impact.
 - Excellent written and verbal communication skills, including active listening and professional, empathetic communication.
 - Proficiency in QuickBooks and Microsoft Office 365 (Word and Excel), with the ability to learn and use additional systems such as PetPoint, PayPal, Venmo POS, and DonorPerfect.
- Professional, flexible, and able to handle difficult or sensitive situations with diplomacy and discretion.
 - Ability to work independently and prioritize effectively.
 - Strong organizational and time-management skills, with the ability to prioritize, solve problems, and follow through with careful attention to detail.
- Collaborative, team-oriented, self-motivated, and committed to quality work.

Typical Physical & Work Environment Demands

- Lift up to 50 pounds.
- Perform typical office and computer-based tasks.
- Maintain flexibility to work when and where needed, including irregular hours, weekends, holidays, overtime, and short-notice schedule changes.
- Work in office settings, animal care areas, on shelter grounds, or off-site, and tolerate elevated noise levels.
- Work effectively under pressure while maintaining patience and tact in difficult or emotional situations.

Compensation & Benefits

- Annual salary: \$60,000 (approximately \$1,153.85 per week).
- Benefits: Paid holidays and 15 days of paid time off (PTO).
- Annual performance review.
- Health insurance is not provided.

Nature of Employment

This exempt position requires a minimum of 40 hours per week and may include evening, weekend, and holiday work. A flexible hybrid work schedule may be available.

Employment is at will, meaning there is no specified term of employment and either the employee or Quincy Animal Shelter, Inc., may terminate employment at any time, with or without cause.

Quincy Animal Shelter, Inc., is an equal opportunity employer.