



Executive Director

MEOW Foundation for the Adoption of Abandoned Cats

MEOW Foundation is a Calgary based no-kill registered charity and humane society that rescues abandoned cats, provides shelter, food and medical care, and matches them to adopters and foster homes. Our combined programs assist over 2500 cats each year. We follow the Capacity for Care model in our Adoption Center. MEOW provides subsidized Spay/Neuter services to Calgarians in need and a Trap Neuter Return program for feral cats. We also advocate for responsible, compassionate animal care through education and community outreach programs. MEOW is a well-respected member of the animal rescue community in Calgary and works closely with Alberta based groups to provide a future for mistreated or abandoned companion animals.

The Opportunity (full time)

MEOW is a small, independent, board governed organization. Reporting to the Chair of the Board, the Executive Director is the senior management role at MEOW. Reporting to this position are: operations, volunteer programs, fund development, donor management, communications & marketing functions, including events, and internal accounting staff. The Executive Director leads the day to day operations of MEOW, ensuring we follow Capacity for Care guidelines, building, coaching and mentoring cross functional teams, managing performance, and working collaboratively with MEOW staff and volunteers to achieve MEOW's goals. The Executive Director is also expected to work closely with the board as it sets strategic directions and annual objectives.

Skills Required

MEOW is seeking a results-focused senior leader who is motivated to improve the living conditions of all cats in Calgary. The successful applicant will have:

- An extensive background in team building, coaching staff, and building collaborative relationships across multiple stakeholder groups
- Experience in not-for profit or equivalent leadership roles
- Practical experience in fund development and human resources
- Proficiency in non-profit fiscal management
- A good understanding of governance, the role of the board, and the role of the Executive Director
- Comfortable with cats and lending a hand in direct care if required on occasion

A self-motivated individual will find this position offers considerable scope for their talents and energy. Compensation is commensurate with experience and qualifications.

Contact: Interested candidates should submit a resume to MEOW Director of HR at: bdhrmeow@gmail.com no later than Oct 31, 2018.