

## **DIRECTOR of The Arrow Fund**

### **OVERVIEW**

The Arrow Fund, Inc. (TAF), a 501(c)(3) nonprofit organization, seeks its next Director. We are seeking a director who is organized, motivated and passionate about animal advocacy.

### **ABOUT THE ARROW FUND**

The Arrow Fund is an IRS 501(c)(3) nonprofit, charitable organization located in the Louisville, Kentucky area with a mission to: provide veterinary care and support to the animal victims of extreme torture, abuse, and neglect; increase public awareness of all forms of animal cruelty; encourage vigorous criminal prosecution of animal abusers and endorse and support other animal protection efforts that encourage a more humane world for animals.

### **MAJOR RESPONSIBILITIES**

- Work collaboratively with a nonprofit board of directors, consultants and volunteers to achieve goals
- Administration, management and guidance of all TAF operations. Lead and monitor animal intake team
- Develop, implement, monitor, and update corporate strategic plan
- Create and execute fundraising initiatives with focus on increasing donor base – especially major donors
- Develop financial budgets and monitor corporate financial position. Ensure fiscal responsibility of organization and adherence to all local, state, and federal reporting requirements
- Implement public relations/communications program to increase TAF visibility and donor base via website and social media platforms. Serve as TAF spokesperson and identify opportunities with print and/or broadcast media
- Identify opportunities for special events or grants. Grant writing is a plus
- Monitor animal welfare/advocacy environment and make recommendations for board action on any related initiatives or legislation

### **KNOWLEDGE, SKILLS AND ABILITIES NECESSARY TO THE WORK**

The successful candidate will have experience in increasing revenues and positioning this nonprofit for long-term **growth**. This includes the development of a strategic business plan and project budgets designed to maximize long-term expansion; Experience in general management, personnel and supervisory techniques and principles; ability to resolve problems and exhibit outstanding decision-making skills; experience in planning, organizing, and coordinating special events as well as interfacing with the media.

### **MINIMUM REQUIREMENTS**

Bachelor's degree preferred. Experience in a nonprofit organization management is a plus but a background in corporate sales/marketing, business development, etc., would also be considered. Exposure to strategic plan development/implementation and familiarity with donor management systems and major donor cultivation is desired. Experience with social media communications as a public information/donation driver is also desired. Must be comfortable with and have a passion for animals and quickly develop an understanding of the issues they face and the interface with TAF's corporate mission. Must possess a valid driver's license with a safe driving record and have a flexible schedule to enable participation at events or emergency transport of injured animals to veterinary hospitals.

**Those interested in the role should submit their resume, related experience, and any questions to the Executive Committee at [info@thearrowfund.org](mailto:info@thearrowfund.org).**