



## seattle animal foundation

Job Description: President, Seattle Animal Shelter Foundation

To apply for this position, please email SAF's Governance Committee at [governance@seattleaf.org](mailto:governance@seattleaf.org).

Do you love dogs, cats, and critters? Do you also have a passion leadership of passionate people? If so, we have a position for you!

The Seattle Animal Foundation is seeking a Volunteer Board President to lead the strategy and day-to-day operations of the Seattle Animal Shelter Foundation, a 501(c)3 nonprofit founded in 2010 whose mission is to support local animal welfare organizations throughout the Greater Seattle area to promote compassion, adoption, and prevention. The position is an unpaid position and will require 5 hours of work weekly.

The ideal candidate has non-profit board experience, is an experienced manager, and is passionate about helping Seattle's animals. This animal lover will be well-versed in the operations of a 501(c)3 foundation (e.g., development plans, board development, grant development and monitoring, volunteer recruitment and management, non-profit regulations). Strategic vision, mentorship, attention to detail, a can-do attitude, and the ability to thrive in a fast-paced, volunteer team environment are essential elements to this role.

### **Responsibilities:**

- Set agenda for monthly board meetings.
- Support board members who lead various committees.
- Support a portfolio of and relationship with major donors, in partnership with the Development Director.
- Provide insight and response to major donors, shelter volunteers and other supporters regarding foundation-funded programs or other initiatives.
- Lead monthly Board meetings.
- Provide oversight of all grants including development of grants expectations and monitoring of grant to ensure alignment with the mission of the Foundation.
- Support Board members with completion of annual workplans and tasks.
- Partner with Board Governance committee to ensure all legal, compliance, and finances are in line with best practices as set forth by the Board.
- Make operational decisions that impact Foundation operations.
- Be accountable to Foundation budget.

**Requirements:**

- Ability to commit to a 3-year board member term (not required to be President for the full term).
- Experience working with 501(c)3 non-profit in a paid or unpaid capacity.
- Experience with city/county/state officials is preferred but not required.
- Experience reviewing grant requests and handling grant approvals is preferred but not required.
- Strategic mindset, can-do attitude, and willingness to wear multiple hats.
- Positive attitude, detail oriented with good ability.
- A strong knack for diplomacy and problem-solving in complex environments.
- A passion for animals is required.

**Who is Seattle Animal Foundation**

SAF is a non-profit organization that was founded by volunteers dedicated to enriching and enhancing the lives of animals cared for by the Seattle Animal Shelter. As of October 1, 2024, SAF can continue to support not only the Seattle Animal Shelter but also partner with other local animal welfare organizations in the Greater Seattle area to save the most vulnerable animals and create lasting change through community collaboration.

*The Seattle Animal Foundation (SAF) is committed to advancing diversity, equity, and inclusion in all aspects of our work, with a strategic focus in establishing inclusive recruitment and retention initiatives. SAF is proud to be an equal opportunity employer. All qualified applicants for paid and volunteer positions will receive consideration for employment without regard to race, religion, creed, color, national origin, age, sex, gender, gender identity or expression, two-spirit identity, sexual orientation, sensory, physical, or mental disability, marital status, political ideology, protected veteran status, or on any other basis protected by federal, state or local law, or any other non-merit based factors.*