

**Position Title: Co-Executive Director**

**Location: Petaluma, CA**

**Classification: Paid Position: Hourly - \$25 per hour**

## **ABOUT LILY'S LEGACY SENIOR DOG SANCTUARY**

Lily's Legacy Senior Dog Sanctuary ("LLSDS") is a volunteer-run nonprofit organization based in Petaluma, California. Our mission is to provide a safe and loving home for large breed senior dogs (50+ pounds, 7 years or older) who have been displaced from their homes and/or abandoned for any reason, until they are adopted, placed with a foster guardian, or remain as permanent residents at the Sanctuary.

## **POSITION SUMMARY**

As Co-Executive Director, you will share duties with the Executive Director in managing the day-to-day operations as well as working with the Board of Directors, the Community, Veterinarians, Operations Director, Administrative Assistant and Volunteers. You are responsible for maintaining a haven for the senior dogs at Lily's Legacy with the following **operational** activities:

- Day-to-day operations at the Sanctuary;
- Communications with veterinarians and medical staff, discussion and planning with veterinarians for treatment for dogs
- Personnel leadership, management, placement and retention;
- Training program for and meeting with volunteers;
- Fundraising and community outreach development;
- Review of operating budget and financials;
- Administrative support on recurring or special projects within the limits of the organization's articles of incorporation, by-laws, and policies established by the Board of Directors.

## **POSITION HOURS OF WORK**

- 30-35 hours per week with some flexibility in schedule
- Preferred and Expected Hours of Work at the Sanctuary: 10AM to 4 or 5PM· Must be able to occasionally work irregular hours, weekends, and holidays.

## **IDEAL CANDIDATES HAVE**

- A passion for homeless senior dogs, their plight, educating others about the joys of adopting them.
- Four-year college or university degree
- Management level business experience
- Computer skills: Word, Excel, Adobe Acrobat
- Experience with the proper handling, training, and caring for dogs
- Interest in working with our veterinarians and learning about our dogs' medical care
- Ability to work with public / being an ambassador and working with major donors.
- Good communication skills
- Ability to maintain a respectful and collaborative work environment – Team Player
- Must have a valid CA driver's license with a good driving record

**We are on a serene 5-acre property on the east side of Petaluma.**

For further information please send your resume to [alice.lilyslegacysds@gmail.com](mailto:alice.lilyslegacysds@gmail.com)