

Director of Corporate Services - MEOW Foundation

AccessHR is pleased to partner with MEOW Foundation in the recruitment of a Director of Corporate Services.

About MEOW Foundation

Founded in 2000, MEOW Foundation is a specialized cat-focused registered charity and humane society with a no-kill mandate. We rescue and facilitate the adoption of stray and abandoned cats into new, loving permanent homes. We work hard to ensure that each MEOW cat is matched with the best possible home, based on his or her personality, history, habits and individual needs.

MEOW is the only organization in Calgary that offers three foundational programs:

- 1) Our Rescue and Adoption Program provides food, shelter and medical care to stray and abandoned cats in Calgary and facilitates their adoption into new, loving permanent homes.
- 2) The subsidized Spay Neuter Assistance Program (SNAP) for Calgarian's in-need, assists with the cost of spay and neuter, and a
- 3) Trap Neuter Return (TNR) Program for feral cats

Through our programs, we advocate for responsible, compassionate animal care and assist over 2500 cats each year.

MEOW is a well-respected member of the animal rescue and services community in Calgary and works closely with other local and Alberta based groups to change the lives and provide a future for abandoned and mistreated companion animals.

MEOW = Make Each One Wanted

www.meowfoundation.com

The MEOW Foundation is progressing an exciting and significant strategic growth plan as a result of 20+ years of successes, and immediate/future needs in the Calgary and surrounding areas.

Highlights of Current Operations

- 16 (f/t and p/t staff)
 - Adoption Center (8)
 - Thrift Shop (5)
 - Accounting/Finance (3)
 - Marketing & Communications (1)
- 350+ volunteers
- \$1.4 total net revenue (2021)
- 8-member Board of Directors

Opportunity Highlights

To help accomplish our ambitions, we seek two Directors to share the leadership of the Foundation:

- Director of Programs (Cats)
- Director of Corporate Services

In addition to a high level of competence in the technical skills described for each Director, five leadership and relationship management traits are paramount for both roles:

1. Humble and high intellectual curiosity
 - Display a Servant Leadership style - with a focus on mentoring, coaching, motivating and encouraging staff and volunteers to shape the success of the Foundation
2. Collaborative relationship-building skills
 - Lead from a place of inquiry through the use of questions, 'what-if' scenarios, and storytelling
3. Interpersonal, communication, and advisory skills
 - Our leadership team members are patient yet focused, and display strong emotional intelligence
4. Compassionate with thoughtful judgement and behavior
 - Our work can be emotional – both in caring for cats and their humans
5. Apply a consistent and fair approach with staff and volunteers, and clearly incorporate a continuous improvement management style on a day-to-day basis

Both roles also require:

- Hands-on, active members accountable for deliverables in cooperation with staff and volunteers
- 'Working' Directors; further new hires are limited and will be considered after a sustained increase in revenues is achieved
- Flexible hours including occasional evenings, weekends and on-call

Director of Corporate Services

Philanthropy / Fund Development / Community

- Accountable to develop and execute a comprehensive multi-year long-term fund-raising plan that accomplishes clear goals and significant financial targets annually, aligned with the foundation's
 - Mission / vision / goals, and
 - Strategic plan
- Responsible for planning and executing an array of initiatives including:
 - (New) Major gift giving campaign / capital campaign
 - (New) Annual fund programming
 - (New and existing) Community / event / promotional fundraising
 - (New and existing) Foundation activities, campaigns, and events
- Develop and implement strategies that:
 - Promote and achieve long-term sustainable growth
 - Deepen the Foundation's relationship with current donors and volunteers
 - Cultivate and steward new donors and establish strong enduring relationships
- Seek out, prepare, submit and win Grant funding (local/municipal, provincial, and national)

Marketing & Communications / Stakeholder Relations

- Accountable to develop and implement a cohesive marketing and communication strategy with a focus on engagement and education; measure success and responsiveness from employees, volunteers, donors and 3rd party stakeholders
- Breadth of role includes all internal and external communications
- Apply strategic and practical knowledge of digital/social communication channels
- Drive a well-defined brand strategy that is creative and includes a strong storytelling component

Social Enterprise (Thrift Shop)

- Accountable for the success of a Social Enterprise portfolio of existing and new ventures
 - Financial success
 - Develop, attain, and maintain financial targets to optimize profits in consideration of changing market conditions (economic, social, wellness)
 - Vigilant attention to reduce and minimize overhead costs
 - People success
 - Mentor and coach high-performing staff teams (at all site locations)
 - Mentor and coach a team of dedicated and passionate volunteers (remote across Calgary and surrounding areas)
 - Develop ongoing learning and development opportunities; build strong relationships aligned with the Foundation's vision/mission and goals
 - Business development
 - Seek out opportunities to continuously build profitable businesses
 - Maintain and build new community partnerships and alliances
- Accountable to ensure the day-to-day maintenance and health & safety of relevant sites:
 - Health / safety (including OHS) / hygiene / sanitation / ergonomics
 - Repairs / upgrades
 - Space planning / lease renewals, storage

- Shipping / receiving / mail / couriers
- Travel and transport between locations / vehicles
- Office services / inventory
- Manage relationships with landlords, management companies, trades, insurers, and 3rd party stakeholders
- Accountable to provide a comfortable, welcoming and cheerful environment for staff, volunteers, animals, customers and guests
- MEOW plans to open a 2nd retail location in the coming months, and this scope will fall under the Director of Corporate Services

People & Culture (Staff & Volunteers)

- Accountable to deliver and maintain the Human Resources strategy and detailed plan aligned with the Foundation's strategy, mission, vision, and goals. Key deliverables include:
 - Enhance and formalize the Employee / Volunteer Value Proposition
 - Bolster the recruitment and attraction of talent
 - Incorporate a learning and development environment to achieve both professional and personal growth
 - Ensure the compensation and total rewards strategy is compelling
- Cultivate and maintain a positive culture, with focus on:
 - Health and wellness
 - Diversity, equity, and inclusion
 - Appreciation / recognition / care
 - Team – building and cooperation, accountability, and integrity
- Build a communication and engagement strategy aligned with the maturity and growth of the Foundation including:
 - Town halls
 - Engagement surveys
 - Across all staff and volunteer levels, and
 - Action plans to address areas of concern, and maintain areas of strength

Information Technology & Business Services

- General knowledge, skills, and aptitude for:
 - MS Office Suite of products
 - Physical and digital security (locking up documents, computer screens, cyber-security awareness)
 - WordPress (basic plug-in updates, site backups, site content additions or similar software experience is a nice to have)

Finance & Accounting

- Accountable to uphold the fiduciary duties of the organization
- Support the Board Treasurer in achieving the organization's financial goals around budgeting/forecasting, financial reporting, planning and cash flows, preparing and evaluating financial projections and monitoring of risks and related internal controls
- Maintain and improve upon the financial systems established
- Supervise and oversee the functions and outputs of the Finance Department
- Donor stewardship, general knowledge around charity tax receipting
- Experience with QuickBooks Online and Microsoft 365 an asset

Education and Other Requirements

- 3+ years of leadership experience; strong belief in Servant Leadership style
- Demonstrated experience and success with fund development
- Preference for previous work or volunteer experience in animal care and/or welfare (similar will be considered)
- Post-secondary education (degree, diploma or equivalent)

Interested candidates are invited to apply with a cover letter and resume by email to recruiting@accesshrinc.com. Only candidates who are being considered for the role will be contacted.

We encourage applicants from diverse backgrounds to apply as MEOW Foundation is committed to offering a diverse and safe workspace free from discrimination. All applicants are considered regardless of age, gender, race, disability, sexual orientation, gender identity or expression, or religion.

MEOW Foundation values diversity and welcomes applications from First Nation, Inuit and Metis, New Canadian, racialized, differently abled and LBTTQIA+ communities.