



MAC

McKamey Animal Center



Executive Director Opportunity

McKamey Animal Center
4500 N Access Rd
Chattanooga, TN 37415



ADISA

Laura Maloney, Principal
search@adisagroup.com
www.adisagroup.com

ABOUT McKAMEY ANIMAL CENTER

Located in Chattanooga, Tennessee, the McKamey Animal Center (MAC) creates a culture of compassionate care, community engagement and advocacy for animals by providing programs and education that support people and companion animals. MAC is a beloved community resource and home to a 30,000 sq. ft., state-of-the-art open admissions shelter that serves approximately 7,000 animals per year with a live release rate of more than 86%.

Founded in 2008, MAC is committed to progressive lifesaving programs. In addition to their core services of animal sheltering, adoptions, wildlife rehabilitation, and animal cruelty investigations including animal fighting, puppy mills, hoarding, and neglect, they offer several programs such as:

COMMUNITY ENGAGEMENT & HUMANE

EDUCATION: MAC's Community Door to

Door Campaign-Program assists pet owners

in under-served neighborhoods by providing resources and services they otherwise could not access to help them retain their pets in good health. This program began in the Fall of 2014 and Officers go door to door providing some form of assistance (food, veterinary care vouchers or spay/neuter vouchers) to residents.

COMMUNITY CAT PROGRAM: Community cats are unowned, free-roaming cats that live and function well in their outside environment. MAC's Community Cat Program provides stray cat admission, humane trapping of stray and feral cats, spay/neuter surgery, vaccines, and Trap and Deterrent loan programs.

NEONATE PROGRAM: MAC places neonate kittens with foster caregivers who provide for the kittens' essential needs. MAC supplies food and medical treatment as necessary.

RESCUE PARTNERS: MAC partners with rescue organizations across the country to carry out their mission.

FOSTER PARTNERS: Foster partners care for an animal in their home for a limited amount of time, often while the pet recovers from an illness or injury, or those animals who need the extra socialization and care the home environment offers.

BEYOND OUR BORDERS: MAC's Emergency Rescue Relief team heads to hurricane impacted areas ahead of a storm. Their team rescues dogs in shelters from areas in harm's way, allowing those shelters to be empty and ready to house displaced animals once the storm hits.

EMERGENCY BOARDING: With a referral from the Family Justice Center or an approved collaborating agency, MAC provides boarding for pets for up to 30 days at no charge. The pet is eligible to receive

Saving animals. Helping people.

To eliminate overpopulation, cruelty and neglect. We create a culture of compassionate care, community engagement and advocacy for animals by providing programs and education that support people and companion animals.



needed medical care such as vaccinations, spay/neuter surgery (if requested), flea treatment, and deworming. *This program is restricted to referrals only.*

HOMELESS CAMP PROJECT: MAC works with local social service providers to provide veterinary care to the animals of homeless people in Chattanooga, including vaccinations, flea treatment, and spay/neuter surgeries. Services are coordinated through partner agencies only.

FOOD BANK: MAC offers pet food up to three times a year per pet owner. Cat litter, dog houses, and straw are also available. Referral or proof of low income/government assistance is required.

WEDNESDAY VACCINE CLINIC: MAC hosts a vaccination clinic every Wednesday from 11am-5pm at the Center. Rabies, DHPP, and FVRCP vaccines are \$10-\$15 each. Microchips are available for \$15.

COMMUNITY VACCINE CLINICS: MAC hosts quarterly no-cost vaccine clinics throughout the City. This brings vaccinations and basic veterinary care into disadvantaged neighborhoods. Services are free to residents of the hosting neighborhood. This program is made possible by donations and grants.



MARY DUBE ANGEL FUND: Through donations to our Angel Fund, we can offer free veterinary services in emergency situations to those who are eligible. City residency and proof of low income or government assistance are required.

FETCH-A-BOOK: People of all ages are invited to the shelter to read to the animals on our adoption floor. This program helps everyone improve their reading skills and the shelter animals by providing socialization and positive human interaction. Cats and dogs find the rhythmic sound of voice very comforting and soothing. They also learn the important skill of sitting calmly with a person.

OFFICE ROMANCE PROJECT: MAC partners with local businesses and allows an adoptable dog to spend time in a local office while wearing an "Adopt Me!" vest.

SLUMBER PAW-TY: A night or two at a home could be just what an animal needs to get adopted! Many pets find the noise, smells, and chaos of a busy city shelter very stressful. Studies have shown that even one night out of a kennel helps the animal feel more relaxed when they return. Additionally, those interacting with the pet can provide much-needed information on what the pet likes and dislikes, which can help them find the perfect forever home.

TRAILBLAZER CLUB: The Trailblazer Club grants access to walks, hikes and runs with shelter dogs any time during MAC open hours. Proven to promote adoptions the Trailblazer Club gives animals the freedom and fresh air they deserve.

THE OPPORTUNITY

Reporting to the board, the executive director (ED) is the primary management leader of MAC and is responsible for providing strong leadership for the overall direction, coordination, performance,

evaluation, and fiscal stewardship of the Center as guided by the mission and policies as established by the Animal Care Trust Board of Management (ACT).

The ED serves as the liaison among ACT, staff, volunteers, key stakeholders, elected officials, government officials and citizens of the City of Chattanooga. The ED is responsible for the administration of all programs and services of MAC and has the capacity to develop a strategic vision for, and the ability to execute, the plans and policies of the organization.

The ideal candidate will have a thorough understanding of companion animal issues and have leadership experience in an animal management environment. S/he will also demonstrate a knack for business, fundraising, possess strong people skills and emotional intelligence, and the ability to work up, down, across the organization to achieve goals. S/he will have experience working with a board of directions, staff and volunteers, and the capacity to develop and nurture relationships with key stakeholders and donors.

Principal Duties and Responsibilities

The ED will partner with ACT to grow the organization’s base of support while managing day-to-day operations of the Center. Priorities include the following:

| | |
|--|--|
| Provide leadership & direction | Provide leadership and developmental opportunities to a strong team committed to high quality, reliable, trustworthy animal services with an emphasis on best business practices and exemplary customer service to ensure growth and maximization of employees and volunteers’ potential. S/he will lead and participate in a way that promotes high levels of teamwork, cooperation, spirit, and synergy. |
| Provide sound financial management | Oversee budget of approximately \$3.36 million and measure performance against key operational and financial targets/goals. |
| Board of Management and Strategic Planning | Successfully partner with ACT and board committees to revise and develop MAC’s strategic plan and identify opportunities to create and advance the organization’s activities and relationships. Working closely with committee chairs, provide updates and policy recommendations. |
| Fundraising and Marketing | Effectively partner with ACT, staff, and donors to develop a successful approach that will enable MAC to grow its base of support. Foster relationships with donors, businesses, foundations and corporations to expand financial support; cultivate prospective donors while ensuring that activities are managed in a cost-effective manner, deploying resources wisely. |
| Communications, brand management | Serve as primary ambassador for MAC representing the organization before the media, stakeholders, and other public venues. Responsible for developing and executing the communication and marketing strategy. |
| Compliance with Contracts, Laws, Regulations, Policies and Guidelines | Develop, maintain, and communicate an accurate and in-depth understanding of laws, regulations, and guidelines that affect shelter operations. Provide oversight of record keeping practices for legally compliant adoptions, governmental contracts for goods and services, receipts for donations, spay/neuter programs, staff personnel files, |

administration of external grants and gifts and budgetary accountability.

Partners and relationship management and political acumen

Effectively engage and collaborate with a diverse constituency including staff, volunteers, community, influencers, ACT, donors, general public, and other stakeholders. Approaches situations with sensitivity about how people and organizations function; anticipates where the land mines are and plans his/her approach accordingly; and uses multiple ways to get things done, being attentive to interpersonal dynamics.

Key Relationships

The ED reports to ACT (board of directors) and will manage a team of approximately 65 staff and 200+ volunteers who donated 17,600 hours last year. Direct reports include:

- Director of Operations
- Director of Animal Services
- Director of Development & External Relations
- Chief Financial Officer (external consultant)
- Human Resources (external consultant)



Other key relationships include:

- ACT (the board is currently 11 members)
- Mayor of Chattanooga
- Elected officials
- Government staff
- Donors
- Rescue partners
- Vendors

Attributes and Qualifications

The ideal candidate possesses the following attributes, qualifications and experience:

Attributes:

Mission match – The ideal candidate has a true passion for companion animal issues and animal sheltering; s/he is invigorated by the work of the organization, serving as an effective champion for the mission.

Animal management experience – The ideal candidate has leadership experience in an animal management setting, ideally in a shelter environment. S/he has an understanding of animal control contracts and the capacity to interact with elected officials and the public in a way that engenders trust and confidence.

Respected leader with strong emotional intelligence – S/he inspires the confidence and respect of the staff, board, and donors by his/her actions and leadership. S/he demonstrates sound judgment and



exhibits strong emotional intelligence. S/he is confident and knows when it's time to lead and when to be a team member. S/he demonstrates a sense of purpose and is trusted to "walk the talk." S/he can work across educational and social strata; works well with front-line staff as well as community business leaders.

Partnership with the Board of directors – S/he has experience working with an engaged board of directors and has the capacity to partner effectively with board leadership and committee members.

Proven business acumen – S/he can approach mission-focused work in a business-like manner and has the discipline to set clear priorities and track results.

Fiscal acumen – S/he must be adept in forecasting, cash flow, budget management, reporting with the support of in-house experts. A track record of developing and managing the growth of a nonprofit organization is helpful.

Strong communicator – S/he is a compelling communicator who persuasively shares internal and external messages. S/he is personable, humble, approachable, and comfortable with partners, donors, government leaders, and media. S/he possesses good written and excellent verbal communication skills, and the ability to synthesize various sources of information in order to provide timely communications.

Effective fundraiser – S/he possesses an understanding of the variety of fundraising strategies and methods used to support the mission of a growing non-profit organization, including major and planned gifts, grants, in-kind support, annual funds, and the like. Has a clear record of results and experience or acumen to cultivate and close major donors to secure support for the organization.

Coalition builder – The ideal candidate is a forward-thinking individual who has shown success in building widespread support for an organization through collaborative efforts with internal and external stakeholders.

Composure – S/he must exude a sense of composure and stature in a work environment where emotions can run high and difficult decisions are necessary (e.g., cruelty, neglect, owner surrenders, and the like). S/he must demonstrate capacity for staying steady under pressure while maintaining perspective.



Education and experience requirements:

- Bachelor's Degree or equivalent experience is strongly preferred. High school diploma required.
- Minimum of 5 years' experience in a substantial leadership role, either reporting directly to or working closely with a Board of Directors is expected.

- Experience working with government leaders and understanding of animal control contracts is highly desired.
- Resource development experience is required; proven major gift experience highly desired.

Other Role-Related Requirements

- Ability to pass the City of Chattanooga background check.
- Up to date tetanus vaccination prior to beginning role.

COMPENSATION AND BENEFITS

The compensation and benefits package is competitive.

LIVING IN CHATTANOOGA¹



Nestled at the base of Lookout Mountain along the Tennessee River, Chattanooga easily earns its Scenic City moniker. True, the city is a favorite among outdoor lovers, but Gig City – as it's been nicknamed due to it having the largest citywide gigabit-speed internet – is equally appealing to urbanites looking to take advantage of its growing job market and quality of life amenities. All these reasons combined to land Chattanooga on both the Livability.com lists of the 2014 Top 100 Best Places to Live and the Top 10 Downtowns and is why the city continues to be one of the best places to live in America.

With access to rock climbing, mountain biking, hiking, boating, fishing, white water rafting, hang gliding and even spelunking, it's easy to see why Chattanooga was named the Best Town Ever by *Outside* magazine.

¹ From [Why Chattanooga, TN Is One of the Best Places to Live](#)

The Tennessee River offers a host of recreational opportunities, both in the water and along its banks. Residents can start their tour of the mighty river at the Tennessee Riverpark downtown, which boasts several miles of hiking and biking trails, boat ramps and fishing piers for easy river access. Just minutes from downtown, Lookout Mountain offers majestic views of Chattanooga and the surrounding area. In fact, on a clear day, it's said you can see the borders of seven different states from its apex.



At Ruby Falls, visitors can tour one of the largest caves and get a glimpse of the country's largest underground waterfall. East of the city, the Ocoee River provides world-class white water rafting, canoeing and kayaking.

Chattanooga's parks and recreation department manages more than 50 city and neighborhood parks, dog parks, trails and green spaces, including Coolidge Park, which features a circa 1894 Dentzel carousel. The city's outdoor amenities are one reason the founders of Bellhops, a peer-to-peer moving company, settled on Chattanooga for their start-up.



"We have to be able to recruit world class talent to compete at the levels of companies based in New York City or San Francisco. In order to that you have to a place that people want to move to," says Cameron Doody, co-founder of Bellhops. "Chattanooga, as we all know, is a fantastic place to recruit to because of its natural characteristic. It's such an outdoor friendly city with hiking and mountain biking and climbing and all of these things that mean a lot to Millennials and people who want to have a healthy work life balance."

Downtown is Chattanooga's crown jewel. Not only is downtown family friendly – boasting one of the nation's top aquatic attractions, the 200,000-square-foot Tennessee Aquarium, and the adjacent Ross's Landing river pier, marina and amphitheater – but downtown is also home base for the city's vibrant arts and culture scene. A centerpiece of the arts scene is the Hunter Museum of American Art, which features works from the 19th Century and the age of American Impressionism as well as early modernism and contemporary art post World War II. On the opposite bank of the river, across the Walnut Street Pedestrian Bridge, is the Bluff View Arts District – a thriving artistic enclave lined with historic homes, artist studios, quaint shops, cozy restaurants and flanked by the River Gallery Sculpture Garden.

“Chattanooga has a thriving art scene. We have a symphony as well as a huge amount of outdoor art, and that's really a cornerstone in the redevelopment of the city,” says Charles Wood, Vice President of Economic Development for the Chattanooga Area Chamber of Commerce. “If you look at our 21st century riverfront, a big part of its expansion was the Hunter Museum. Then we have organizations, such as Arts Build, which is focused on integrating arts into the community, but also focused on entrepreneurship. The organization is building a new facility inside the Innovation District downtown that will have workspace for artists. This is a city that's very collaborative, so we really encourage young entrepreneurs and Millennials to get engaged and get involved and be a part of the community.”



For more information about Chattanooga, visit [Why Chattanooga, TN Is One of the Best Places to Live](#).

TO APPLY

Please submit a resume and cover letter summarizing your qualifications as they relate to the position description to search@adisagroup.com. For more information about this position or to suggest a prospective candidate, contact:

Laura Maloney
Principal, Adisa
search@adisagroup.com

All inquiries and discussions will be considered strictly confidential. Additional information about MAC can be found on their website: <https://www.mckameyanimalcenter.org>.

