



Job Opportunity - Managing Director

For over 20 years, Vancouver Orphan Kitten Rescue Association (VOKRA) has been living our mission to end cat overpopulation and homelessness and you can be part of that! We're looking for a Managing Director to join our team of enthusiastic, compassionate staff and volunteers. This is a full-time 1-year contract working 35 hours per week. This position will be based at our Operations Centre in East Vancouver with some flexibility for hybrid work.

Who We Are

At VOKRA, we rescue, heal, then place cats - first in our network of foster homes, then in carefully matched, loving, forever homes. We are a passionate, volunteer-driven charity with extensive cat care experience. We believe that no kill is the only responsible approach to rescue, that Trap-Neuter-Return works and that cats are AWESOME! Each year we rescue over 1,400 kittens and cats in the Lower Mainland. To learn more about VOKRA and the impact we make, we encourage you to visit

www.vokra.ca.

Role Impact

The Managing Director will advance the goals of VOKRA by providing effective operational leadership while guiding and engaging a dedicated team of staff and volunteers. The Managing Director will report to the Board of Directors and work closely with them on strategic planning and execution, as well as financial sustainability. This individual will build and maintain external relationships and foster internal relations and collaboration to align operational goals and organizational objectives. They will also think beyond the confines of traditional ways of doing things to recognize opportunities and find new and better approaches. The Managing Director values and encourages diverse perspectives to achieve impact.

Key Responsibilities

Operations Management

- Direct oversight of operations, including the coordination of day-to-day operational activities, services, and programming.
- Develops, reviews, and revises operational (i.e. non-medical) policies and procedures for Board approval, acting in collaboration with direct reports and team leads when appropriate, and implementing an ongoing policy review process at the Board and Operations levels.
- Develops, delivers, and controls various projects needed to decrease expenses and increase efficiencies.
- Monitors regular ongoing activities of the organization through review of reports and attendance at various team meetings.
- Ensures the Board is informed with respect to all operational issues, including providing the Board with monthly progress reports.

Organizational Mission and Strategy

- Works collaboratively with the Board in the development and implementation of the strategic plan, providing monthly status updates
- Creates an operations plan outlining the actions required to meet the strategic plan goals.
- Communicates effectively with the Board of Directors and provides, in a timely and accurate manner and in collaboration with the Board Chair, all information necessary for the Board to function properly and to make informed decisions.

People Management

- Cultivates and embodies a culture that values collaboration, effective communication, accountability, and solution-based approaches to shared challenges.
- Identifies priorities and clearly articulates expectations to employees and volunteers.
- Manages, mentors, and coaches VOKRA employees, providing ongoing support, development, and performance feedback.
- Provides exemplary leadership and support to volunteers, working closely with team leads to ensure a positive volunteer experience.
- Conducts regular volunteer team and staff meetings to ensure VOKRA's vision and direction is carried out.
- In conjunction with the Board, implements and administers human resource policies.

Financial Planning and Development

- Proactively seek new avenues of support and identifies mission-appropriate earned revenue-generating opportunities for VOKRA.
- Leverages new and existing relationships to create new sources of revenue for the organization, including sponsorship proposals and assisting with grant writing.
- Assists in stewarding and building relationships with donors and supporters.
- Identifies opportunities to increase VOKRA's brand awareness and coordinates attendance at various events.
- In coordination with the finance team, oversees the organization's financial and business activities.

Our Ideal Candidate

The role requires an experienced business professional familiar with the not-for-profit sector, who is passionate and committed to the work of VOKRA and animal welfare. The candidate must possess strong leadership, business management, people development and not-for-profit skill and experience. Excellent interpersonal and communication skills are essential.

The successful candidate must demonstrate experience building and managing a team of capable and committed leaders. With a proven ability to retain, develop and engage with staff and volunteers, the candidate must have a strong ability to connect with people at all levels within VOKRA to gain true insights into the challenges the organization is facing in order to assist with affecting positive change.

The preferred candidate will have a minimum of five (5) or more years of leadership and management experience, preferably in the non-profit sector, including human resource, operations, financial, change, and conflict management. A combination of education, competencies, and experience will also be considered.

The successful candidate must bring the following attributes:

- Strong leadership skills and management presence with an ability to interface across all levels of the organization. Able to exhibit wisdom and good judgment.
- Excellent interpersonal and communication skills; be an open and candid communicator; deals calmly with stress and establishes trust and respect with staff, volunteers, community members, suppliers, and other rescue groups.
- Exhibit flexibility to adapt to change and heavy workloads; adaptable to different situations by relating well to a wide variety of diverse styles and types of stakeholders; open to differences; effective at managing up, down and/or sideways; ability to build diverse networks; quick to find common

ground; one who responds to differences fairly and equitably and treats everyone as a preferred customer.

- An outstanding relationship-building capability and a collaborative working style - be a strong team player with the ability to work collaboratively with a wide range of people with varying levels of experience offering timely and solution-focused practical advice and consultation.
- Is skilled at getting individuals, teams, and an entire organization to perform at a higher level and to embrace change; negotiates skillfully to achieve a fair outcome or promote a common cause; able to achieve "win-win" deliverables; communicates a compelling vision and is committed to what needs to be done; inspires others; builds motivated, high-performing teams; understands what motivates different people and work towards an atmosphere of inclusion.

The Managing Director position may require attendance at early morning, evening, and occasional weekend meetings. A valid driver's license and access to a car are required.

We welcome diversity, value differences and foster inclusion in our employment practices. We invite applications from all qualified individuals who are philosophically aligned with our mission and guiding principles.

No telephone calls, please. We thank you for your interest in VOKRA; however, only candidates selected for an interview will be contacted.

To apply, please submit your cover letter and resume, preferably in a single Word document or PDF to Brian Blamey, Board Member, at bblamey@vokra.ca. Your salary expectation must be included in your cover letter for consideration.

We are committed to accommodating applicants' needs throughout the recruitment process. If contacted, please indicate accommodations as required.