



The Society of Veterinary Behavior Technicians is a non-profit organization whose mission is to enrich the human-animal bond by promoting scientifically based techniques of training, management, and behavior modification. SVBT provides a forum for interaction and continuing education while working with allied professional organizations to strengthen the veterinary health care team.

Interested applicants should submit a resume or curriculum vitae to info@svbt.org by November 1, 2021

Executive Director Position Description

Purpose/Scope

The purpose of this Position Description is to describe the requirements and responsibilities of the Society of Veterinary Behavior Technicians (SVBT) Executive Director. This Position Description applies to all activities conducted by the SVBT Executive Director.

The Executive Director of SVBT is selected by, and is responsible to, the Board of Directors for overall management of the corporation, assets, programs, personnel and contractual relationships in accord with its organizational mission, goals, and operational policies. As chief executive officer, the director works with the Board of Directors on the development of resources, strategic planning, innovation and the assurances of quality in the conduct of corporate programs.

Position Qualifications

Minimal qualifications are a Bachelors degree; 1 year experience sitting on nonprofit board; 1 year experience in business or association management or veterinary medicine; and 2 years experience as a veterinary technician working within behavior.

Knowledge, Skills and Abilities Desired

- Skill in organizing resources and establishing priorities.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Knowledge of marketing strategies, processes, and available resources.
- Skill in the use of personal computers and related software applications.
- Ability to identify and secure alternative funding/revenue sources.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Advanced verbal and written communication skills.
- Ability to develop and deliver presentations.
- Ability to develop and maintain record keeping systems and procedures.
- Ability to establish and control large, multifaceted operating budgets and cost control processes.
- Knowledge and understanding current and emerging management development needs within the business community.
- Ability to plan, organize, and implement executive/management education and training programs.



- Work flexible hours including some evenings and weekends as needed.
- Work remotely with regular meetings via online meeting software and communications via email, phone, etc.

Appointment

Employment in this position is by the SVBT Board of Directors.

This is a non-exempt, hourly, part-time (no more than 25 hours/week) paid position. In addition, an average of 10-15 hours a month will be dedicated to serving as the CABC committee chair.

Term

This is a yearly contract (starting by November 30, 2021) including an initial 6 month probationary period.

Responsibilities

The Executive Director will serve as the chief operating officer, recommend and participate in the formulation of new policies and make decisions within existing policies and guidelines as approved by the Board.

The Executive Director will plan, organize, direct and coordinate the programs and activities of

SVBT to assure that objectives are attained, plans fulfilled, and the member needs are met.

The Executive Director will maintain effective internal and external relationships.

The Executive Director will, through management and leadership, achieve economical, productive performance, forward-looking programming and constructive growth of the Association.

The Executive Director is expected to attend professional meetings, as appropriate, including, but not limited to CABC (The Clinical Animal Behavior Conference) as a representative and spokesperson for the SVBT.

Keeps attuned to nonprofit needs, gaps, strengths and weaknesses and regularly assesses this information based on mission, strategic and annual plans.

Directs development of appropriate communication tools to provide members with information about resources and policy issues affecting the members.

Employment Agreement

Duties, Responsibilities and Authority:



Within the limits of the Bylaws and the SVBT Policies, the Executive Director is responsible for and has commensurate authority to accomplish the duties set forth below:

1. Membership

- Promote interest and active participation in the Association's activities on the part of the membership and report activities of the Board of Directors and the Association through communication vehicles (e.g., Facebook, newsletter, magazine, bulletins, alerts, facsimile, e-mail, list serves).
- Provide written and oral communications to the Association's various publics: membership, media, constituent veterinary associations, the general public, and regulatory agencies.
- Maintain effective relationships with other organizations (e.g., AVBT, AVSAB)
- Develop and publish, in collaboration with SVBT Officers and Committees, the Association's newsletter, magazine, public relations materials and brochures, membership database directory and legislative/regulatory alerts.
- Provide Board and Committee support as needed.

2. Annual Meeting

- Organize and coordinate annual meeting.
- Promote and publicize the annual meeting through email, Facebook and media releases, operating within budget program objectives.

3. Financial Management

Develop and implement an annual budget in cooperation with the President and Treasurer.

Implements the Board approved organizational budget and project budgets with available funds, while maintaining the fiscal integrity of the organization's finances.

Ensure that all funds, fiscal assets, and other property of the Association are appropriately safeguarded and administered.

Collect dues, Annual Meeting and seminar fees, other fees, and make bank deposits.

Ensures financial reports are available to the Board with comparisons to budgets submitted to the Board of Directors.

Develops and follows fiscal policies as approved by the Board.

Process credit cards for Association services.

Alert the Board of Directors of potential budgetary shortfalls.

Insure proper filing of government documents and tax forms, e.g., 940 form, 941 form, 990 form, 990T form, 1099 form.



Maintain board insurance and bank accounts.

4. Fundraising

Serves as SVBT's committee chair for CABC.

Develops and leads implementation of SVBT's volunteers; oversees sub-committees and their duties

Keeps the Board of Directors informed of overall progress, opportunities, and concerns – keeping planning on time

Works with board members and supporters to identify prospective sponsors

Makes initial contacts, cultivates interest, and solicits donations.

Serves as main event coordinator during actual event ensuring that each volunteer and/or section knows their duties and remain on task; announces necessary information throughout the day; resolves attendee issues/crisis regarding event.

4. Website Management and Maintenance

Manage and update the SVBT website in coordination with the web site developer

Maintain IP address and website host requirements (e.g. fees, reminders)

Maintain membership database as needed

5. Additional duties

Create a six month progress plan with SVBT President for 6 month evaluation

Serve as a non-voting ex-officio member of the SVBT Board of Directors, the Budget Committee, and Public Relations committees.

Keep the Board of Directors fully informed on the conditions and operations of the Association, and on all important factors influencing them.

Meets with the Board President quarterly to review Operational Plan progress and engage in informal, formative feedback.

Submit a report of activities and issues to the Board of Directors for each Board meeting.

Develop for purposes of day-to-day administration, specific policies, procedures and programs to implement general policies established by the Board of Directors.

Orient newly elected officers, other Board members, and Committee Chairs.

Works with the Board of Directors to identify priorities for recruitment, identifies potential candidates, and assists with actual outreach and recruitment of new Board members.

Provide the necessary liaison and support to the Officers, Committee Chairs, and Committees to enable them to properly perform their functions.



See that Committee decisions and recommendations are submitted to the Board of Directors for approval.

Develop the agenda for Board meetings with the President and prepare all pertinent materials for Board distribution, at least 1 week prior to the meeting.

Maintain all SVBT documents and changes in policies (e.g. Bylaws, membership, Facebook, media).

Reimbursable Expenses

Expenses will be reimbursed by the SVBT. All reimbursed expenses must be submitted within 30 days of expense, have prior approval for expense and include receipt of expense.

Employment Disclaimer: *This job description is not a contract – management reserves the right to change its contents at any time. This organization complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, or disability. This organization is an Equal Opportunity Employer.*