



Director, Strategic Initiatives

FSLA Status: Exempt

Summary

The Director, Strategic Initiatives acts as the point person and project manager for all strategic priorities at ACCT Philly, functioning as the right hand of the Executive Director in ensuring progress and high standards. As an organization with considerable ambition but which is challenged by availability of resources, the process of turning goals into strategy and into sustained and impactful action can be difficult to see through to completion. Competing demands and the requirements of day to day operations can often take priority resulting in the stagnation of progress. By partnering with organizational leaders and acting as project manager, the director ensures that these endeavors do not peter out and that ACCT continues to develop into a first-rate organization.

In addition to overseeing strategic projects, the director provides oversight to ACCT Philly's quality assurance processes, ensuring that record keeping, data, and reporting are accurate and effectively inform and report on organizational activities. The director also oversees special projects, strategic initiatives, and other endeavors that do not have a clear owner within the organizational structure.

Core Responsibilities

Project Management

- As the designee of the Executive Director, partners with management and leadership to identify priorities and goals and create a roadmap to success
- Engages in fact finding and research activities to ensure ACCT's outcome goals are consistent with current industry best practice
- Performs organizational deep dives to identify areas of opportunity for ACCT development and improvement
- In coordination with management and departmental leaders, establishes strategy including action items, timelines, and measurable goals to bring theoretical plans to real world implementation
- Works with departments on large, multi-departmental projects, as well as tracks and monitor their progress
- Works with all departments to increase efficiencies and develop processes throughout the shelter
- Supports directors and supervisors in creating training and roll out plans to ensure staff buy in and compliance
- Participates in staff training where relevant
- Tabulates data; creates, distributes, and presents reports for relevant projects

Quality Assurance

- Develops and implements a comprehensive quality assurance process including processes for data review, reporting, and follow up
- Coordinates with management and leadership to create reports and track statistics
- Identifies trends in data entry or process errors; coordinates with directors to correct

Other

- Manages project flow through regular meeting, goal setting, and appraisal
- Holds accountable team members that do not culturally align
- As a representative of ACCT, a founding member of the Philadelphia No Kill Coalition, provides coordination and project management support to the PNKC as needed

Leadership

- Functions as deputy director, with “dotted line” reporting and oversight for shelter operations
- Assists with the development, implementation, and evaluation of organizational goals, objectives, policies, and priorities
- Through ongoing coaching and coordination, helps develop a management team that possesses and implements modern, progressive animal welfare approaches
- Supports a comprehensive staff training program that focuses on best practice skillsets and continued development of all employees
- Works to instill in management teams an approach that prioritizes a collaborative approach and centers on ACCT’s values and standards of professional conduct
- Works to instill in management teams an approach that prioritizes lifesaving

Qualifications

Ability to excel in a fast-paced, often high stress environment; must be forward thinking and anticipate challenges, responding to them quickly and completely; must be adaptable and receptive to rapidly evolving protocols and able to rally others with an air of excitement and opportunity; treats animals and people with respect; is forward thinking and not afraid to try unproven ideas or approaches; has an open mind and seeks to learn from the successes of others; is able to translate big picture, theory into actionable items; has high standards for success; is an expert communicator that prioritizes collaboration; loves to call out the successes of others; can track data and produce reports; available to modify schedule as needed to meet the needs of the organization; ability to travel throughout the five boroughs regularly and nationally for training opportunities.

Education and Work Experience

At least five years in a management level role, with demonstrated growth in responsibility and scope, ideally within animal welfare; project management experience and Bachelor’s degree preferred

Hours/Status

This is a full-time position, averaging a minimum of eight (8) hours per day, forty (40) hours per week. Work schedule including days and hours may vary according to the needs of the organization, may

include weekends, nights, and holidays. This position is FSLA exempt status. This is a non-Union position.

Immediate Supervisor: Executive Director

Introductory Assessment Period

The introductory assessment period runs from the date of hire for 90 days thereafter. For employment in any position with ACCT Philly, this introductory assessment period is the period during which the specifics of the job are learned. During this period, either the employee for ACCT Philly may end the employment relationship without notice or prejudice.

Employment

There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of ACCT Philly that all positions are governed by the needs of the agency, which means that employment is “at will” and for no specified term. Either ACCT Philly or the employee may terminate employment at any time.