



Executive Director Job Posting

Position Type: Exempt · **Reports To:** Board of Directors

Work Schedule: Flexible, Hybrid, occasional evenings and weekends

Location: Winston-Salem, NC · **Date:** May 2026

Position Summary: SpayKind, a nonprofit 501(c)(3) organization with 26 years of dedicated community service, is entering an exciting period of growth and expansion. We are seeking an Executive Director to lead our talented and dedicated team through the next stage of development, advancing our mission and strengthening our impact.

The Executive Director is responsible for the achievement of the organization's mission, goals, and financial objectives. The Executive Director works closely with the board of directors, staff, and volunteers leading them in the development of plans and policies to accomplish our mission.

About SpayKind: Established in 1999, SpayKind is a highly respected and recognized animal welfare organization in the greater Winston-Salem, NC area. The mission of SpayKind is to reduce pet overpopulation by providing affordable spay-neuter services through a voucher program and a spay-neuter clinic. SpayKind accomplishes this by providing vouchers to the public for use with our contract veterinarians and through our spay-neuter clinic.

SpayKind is powered by a dedicated and purpose-driven staff, volunteers, donors, and board members. In the summer of 2024, SpayKind opened a spay-neuter clinic. Our team is ready to welcome an executive director who understands and appreciates the vital role spay-neuter plays in the animal welfare movement and will lead us to our next stage of growth.

Executive Director Job Description: The primary responsibility of the Executive Director is to carry out SpayKind's mission by leading its staff, development, and business operations. The ideal candidate is an experienced and authentic leader, relationship builder, and manager. They will have the capacity to work collaboratively with the SpayKind board of directors to develop and implement a strategic plan and articulate and execute operational policies and protocols to ensure organizational success.

The Executive Director will work closely with the board of directors to ensure ongoing financial stability and sustainability and is responsible for leading, engaging, and developing staff and volunteers.

Desired skills include leadership experience, strong fundraising/development experience; skill and experience preparing and delivering public presentations and communicating effectively with a variety of audiences and stakeholders; and an understanding of business principles and practices. A background in budget development and management is essential.

Qualifications:

- A bachelor's degree from an accredited college is preferred
- Proven leadership ability with at least 2 years of experience working with a diverse population of paid staff and volunteers
- Fundraising and development experience
- Ability to work independently and as part of a team
- Comfortable leading a change and working in a high-energy environment
- Strong ability to effectively prioritize and plan
- Strong interpersonal skills with proven written, presentation, and verbal communication skills
- Experience building and managing a budget
- Basic competency and comfort using word processing, database, operational management software, and social media systems
- Comfort and ability in the use of standard office equipment such as computers, laptops, phones, photocopiers, and printers
- Experience working within the nonprofit sector is preferred
- A strong sense of innovation and creativity
- A calculated risk-taker
- Open to learning new things and adaptable to change

Pre-Employment Screening: Drug screening and background checks are required.

Compensation: Pay will be dependent on the selected candidate's experience and qualifications.

Qualified candidates may submit a cover letter, resume and three (3) references to:
recruiting@peopledevelopmentpartners.com