



Vice President Job Description

The Vice President serves as back-up to the President of the Kerry Blue Terrier Foundation, an Internal Revenue Code Section 501 (c) 3 nonprofit corporation. The Vice President is responsible for the implementation of policy as defined in the by-laws and articulated by the Board of Directors. A major role of the Vice President is to conduct outreach programs for the Foundation. These programs include fundraising, volunteer recruitment and education and partnership relations with other dog rescue and education organizations.

Duties:

Perform the duties of the President if the President is unable to perform them
Take a leadership role in implementation of Foundation's mission and policies
Create public awareness initiatives to ensure the Foundation is visible to the dog related community
Oversee and coordinate fundraising events and programs
Manage the volunteer recruitment program; conduct mandatory volunteer orientation meetings via telephone and electronic media
Manage the organization partnership program
Other duties as assigned

Core Competencies:

Be proficient in collaboration/partnership, communication, decision making, governance, management, volunteer development, planning
