

## **Peaceful Valley Donkey Rescue Succession Plan**

The Executive Director is interviewed by the Board of Trustees and is hired by a majority vote. All other positions are hired by the Executive Director. Whenever possible, junior employees should be encouraged to apply for our senior positions as they already have a background in the daily operations of the organization.

Position: Executive Director

Current Employee: Mark S. Meyers

Duties: The Executive Director is the top employee in so much that all other key personnel report directly to the Executive Director. The Executive Director's role is to ensure that organization is running smoothly and is complying with the wishes of the Board of Trustees. The Executive Director directly manages the organizations fund raising programs and is responsible for all of its content. The Executive Director provides oversight to all departments within the organization especially in all financial matters.

Qualifications: The person applying for this position must have a background in business, have a fund raising certification and natural leadership skills. The person can never of been convicted of any crime against an animal.

Position: Chief Financial Officer

Current Employee: Amy L. Meyers

Duties: The CFO is responsible for all of the money that comes in and goes out of the rescue. The CFO is to keep all of the accounts balanced and track all payments made to vendors. The CFO is also responsible for all employee payroll and is the organization's Human Resources Department. Duties also include all insurances including Worker's Compensation, Liability, Vehicle and Health. The CFO is also responsible to work with the auditors for our annual independent audit.

Qualifications: The person applying for this position must have a minimum of 4 years of bookkeeping experience and understand standard accounting practices. Be knowledgeable in the area of insurance. The person can never of been convicted of any crime against an animal.

Position: Vice President of On-Site Operations

Current Employee: Jack Yañez

Duties: The on-site manager is responsible for all ranch hand employees including scheduling, training and discipline. The manager is also responsible for the overall health of all of the animals on the ranch including; wound care, nutrition, vaccines, deworming and hoof trimming. The manager is also responsible for the constant supply of hay necessary to meet demand. The manager is the key liaison between the organization and the veterinarians.

Qualifications: The person applying for this position should have an extensive back ground in ranching and large animal handling. Practical hands-on animal first aid is also necessary. The person needs to be a natural leader that less sophisticated employees will respect. The person can never of been convicted of any crime against an animal.

Position: Vice President of Off-Site Operations

Current Employee: Zac Williams

Duties: The manager is responsible for all of the donkeys that are kept on sanctuary. This includes health, vaccines, hoof trimming as well as range management. Regular inspections are needed to ensure that this program is successful and healthy for our donkeys. The manager is the primary liaison between the organization and the land owners. The manager is also the primary transportation captain for delivering donkeys to Satellite Adoption Centers and rescue pick ups.

Qualifications: The person applying for this position must have a clean driving record, be able to safely catch and restrain donkeys, be knowledgeable in general animal first aid, trim hooves and have a background own range management. The person can never of been convicted of any crime against an animal.

Position: Office Manager

Current Employee: Michele Halfmann

Duties: The Manager is responsible for the day to day operations of the office including handling the phones, keeping the supplies stocked, managing the gift shop and inputting all data into our Lightspoke Data System.

Qualifications: The person applying for this position must have general office experience, understand the use of computers and have a polite demeanor in dealing with the public. The person can never of been convicted of any crime against an animal.

Position: International Operations

Current Employee: Donny Raymond

Duties: The manager is responsible for all operations outside of the continental United States. The manager travels to various Caribbean Islands and provides support to local organizations. This support includes donkey health and handling issues as well as fence building, irrigation systems and general animal husbandry.

Qualifications: The person applying for this position must have a polite demeanor in dealing with the public. The person must also have a wide background with large animals as well as ranch repairs. The person must have a valid passport and enjoy extended travel away from home. The person can never of been convicted of any crime against an animal.

Position: Adoption Coordinator

Current Employee: Whitney Vincent

Duties: The coordinator must maintain a constant supply of adoptable donkeys. The coordinator is responsible to find perspective donkeys from our larger herds. Once selected, the donkey must be gentled so as to comply with our adoption criteria. The coordinator is the primary liaison between potential adopters and the organization.

Qualifications: The person applying for this position must have a calm demeanor and understand that donkeys do not respond to horse methods. The person must have background in working with large animals. The person should have polite demeanor in dealing with the public. The person can never of been convicted of any crime against an animal.