

# Wood County Humane Society Executive Director Job Description

**Job Title:** Executive Director

**Reports to:** Board President

**Supervises:** Shelter Manager, Volunteer and Outreach Coordinator, Veterinarian, Humane Agent

**Pay Grade:** Full-time salaried

**Summary:** The Executive Director (hereafter ED) serves as the chief operating and financial officer of The Wood County Humane Society (hereafter WCHS). In this capacity, the ED oversees all organizational functions including the operation of the animal shelter, the investigation of animal cruelty and neglect, the coordination of all programs and services, and development/fundraising. The ED directly supports the mission, goals, and strategic plan of the organization, and serves as the agency spokesperson in the community. The position of ED requires the individual to make operational decisions by following, and sometimes interpreting, established policy and precedent. In the event of an emergency and in absence of policy or precedent, the ED has authority to make critical decisions.

**Mission:** The Wood County Humane Society exists in order to bring about the best possible treatment and quality of life for all animals in Wood County.

**Qualifications:**

- Bachelor's degree and/or equivalent work experience
- Five (5) years of administrative and managerial experience, preferably in the not-for-profit sector
- Proficiency/familiarity with Microsoft Word, Excel, PowerPoint, QuickBooks, Grizzard, Donor Perfect, and Chameleon
- Thorough knowledge of budgeting, financial statements, and familiarity with accounting principles and practices
- Proven track record of fundraising/development
- Ability to prepare financial reports, statements, and related documents
- Demonstrated communication skills: written, oral, and digital
- Possession of a valid and unrestricted driver's license and ability to be insured by the organization's insurance company
- Ability to interpret local, state, and federal statutes and regulations pertaining specifically to animal welfare and to support the prosecution of violators
- Proven skills in personnel management and organizational leadership
- Previous experience in animal shelter industry
- Certified Animal Welfare Administrator (CAWA) designation preferred

## **Essential Functions:**

### Animal Shelter

- Supervise and support the Shelter Manager, Volunteer and Outreach Coordinator, Veterinarian, and Humane Agent to ensure that daily operations of the shelter are effective and efficient and follow established best practices; including, but not limited to, intake, adoptions and placement, and care and feeding of the animals
- Enforce and clarify organizational policies and procedures and applicable state and federal law, including safety and permits, in collaboration with and oversight of the Board of Directors (hereafter BOD)
- Serve as liaison between shelter staff and the BOD

### Cruelty Investigations

- Supervise and support Humane Agent to ensure that complaints of animal cruelty and neglect are handled in a timely and professional manner, including but not limited to: appropriate investigation, follow-through, and documentation
- Develop key alliances with government officials, law enforcement, state's attorney, community organizers, and County Commissioners

### Administrative

- Oversee all daily administrative operations
- Ensure compliance with local, state, and federal laws and regulations
- Develop and revise organizational policies and procedures as needed and with BOD oversight
- Continually evaluate shelter operations and organizational programs (in collaboration with Shelter Manager) and create reports to provide critical analysis to Board of Directors, as needed
- Plan (with BOD), implement, and evaluate strategic goals and objectives
- Administer personnel and operational policies established by the Board, recommend revisions when necessary
- Provide, by example and leadership, motivation and direction to all employees and volunteers
- Hire, evaluate, discharge, and supervise direct reports in concert with BOD
- Provide consultation to Shelter Manager in hiring, evaluation, discharge, and supervision of shelter staff
- Develop and maintain a positive work environment and foster effective teamwork among staff members

### Financial Management

- Oversee the fiscal affairs of the organization to assure that assets are properly preserved and utilized and that adequate control and reporting procedures are in place
- Prepare annual budget with the Finance Committee and/or Treasurer to present to the BOD
- Oversee preparation of monthly and quarterly financial statements, review, and act accordingly
- Negotiate contracts and other business matters for approval by the BOD

### Marketing and Fundraising

- Develop with BOD short-term and long-term fund development plans
- Enhance the organization's fundraising and development capability through annual campaigns, special events, capital campaign programs, cultivation of potential donors, bequests, and special events coordinated with BOD efforts
- Research grant opportunities and submit applications as appropriate
- Oversee marketing and special event planning
- Enhance relationships with media, donors, and potential donors

### Community Relations

- Promote and maintain a favorable image in the communities in the county through effective public relations at all levels and by responding to the community's needs through educational and other outreach programs
- Enhance the organization's exposure to county and continually expand county awareness of program services and value to the communities
- Address and resolve complaints, create tracking mechanism in order to spot trends and issues of concern
- Maintain effective relationships with key constituents and community stakeholders

### Program/Service Coordination

- Develop and implement programs and services that reflect the needs of the community, advance the mission of the organization, and position WCHS as a leader in humane efforts
- Ensure that all program services are provided in an efficient, effective, and professional manner
- Ensure that Board-designated priorities, goals, and objectives are achieved at the highest level of quality possible
- Participate with other agencies in cooperative endeavors and support

### Board Relations

- Prepare and develop oral and written reports for the BOD regarding organizational operations and make recommendations for change or improvement to operations
- Gather material and data for use by the BOD and its committees in order to assist them in carrying out assigned tasks
- Work with Board committees as needed
- Serve as liaison between BOD, management and support staff, and volunteers
- Perform other duties as assigned by Board President