

## **JOB DESCRIPTION**

- JOB TITLE:** Executive Director
- DEPARTMENT:** Administrative Management/Operations of Whatcom Humane Society
- ACCOUNTABILITY:** Board of Directors
- JOB RELATIONSHIPS:** The Executive Director works with the Board of Directors, the Community Outreach Director, Veterinarian, Development Director, Bookkeeper, and the Management Staff for operations.
- FUNCTION:** Serves as the Whatcom Humane Society's Executive Director and is responsible for all administrative, fund development, financial, personnel, and operational activities within the limits of the articles of incorporation, by-laws, and policies established by the Board of Directors.

### **DUTIES & RESPONSIBILITIES:**

#### *OPERATIONS MANAGEMENT*

- The Executive Director will ensure that there are appropriate systems and resources in place to facilitate the day-to-day operations of the organization in the areas of development and delivery of programs; education and outreach; policy development and enforcement; administration and operations; fundraising and resource development; complying with all state and federal laws.
- The Executive Director will hire, train, and supervise management staff and volunteers in the compliance of the Society's policies, procedures, applicable regulations and contractual obligations. The Executive Director appropriately delegates responsibilities to optimize staff autonomy and efficiency while providing needed guidance and advice. The Executive Director establishes and optimizes human resource practices to maintain morale and employee retention. The Executive Director mentors staff and provides opportunities for individual and career growth.
- The Executive Director will lead the staff in managing and administering the programs, policies and services of the organization. This requires a thorough knowledge of the organization's mission as well as an understanding of technical, operational, and ethical issues.

- The Executive Director will maintain and oversee the animal care standards and the humane treatment and care of animals to ensure that staff follows the organization's policies and mission. The Executive Director must oversee euthanasia procedures to ensure that it is performed in a safe and humane manner.

#### *VISION, MISSION & STRATEGIES*

- The Executive Director will work closely with the Board of Directors to develop a shared vision for the future of the organization, build understanding around the current mission and help develop appropriate goals and strategies to advance the mission of the organization.
- The Executive Director will work with the board to establish operational objectives and policies that support the organization's mission and vision. The Executive Director is responsible for leading the staff in the implementation of the strategic plan and overall mission.
- The Executive Director will ensure that the organization has in place sound risk management policies; adequate insurance coverage; accounting, payroll and cash management systems; appropriate personnel policies and systems for staffing; plans for appropriate use of technology, efficient space management, and is in compliance with all legal and regulatory requirements from state and federal laws.

#### *FUND RAISING AND RESOURCE DEVELOPMENT*

- The Executive Director will foster relationships with staff, donors, our local veterinary associations and board members to secure adequate income and strong personal commitments from those who have an interest in the organization.
- The Executive Director will ensure that the Development Director creates and effectively implements an annual fund raising plan which will meet the immediate and long-term fundraising needs of the organization, including creation of partnerships with local businesses and other institutions, donor acquisition, and financial development strategies.

#### *FISCAL MANAGEMENT*

- The Executive Director will put strong planning & budgeting systems in place. The Executive Director will ensure that the goals and strategic plan serve as the basis for sound financial planning for the health of the organization. The Executive Director must be knowledgeable regarding financial planning, budgeting, and management of the organization's investments. The Executive Director must be able to negotiate service contracts with the city and county.

- The Executive Director will present financial reports to the Board of Directors on a monthly basis and prepare and submit an annual budget for board approval by December of each year.

### *PUBLIC IMAGE*

- The Executive Director cultivates effective relationships with community and business leaders, local veterinary associations, constituents, public officials, media, relevant professional organizations, volunteers, and potential donors.
- The Executive Director serves as the agency spokesperson and goodwill ambassador, maintaining a positive professional reputation in the community.
- The Executive Director promotes relationships with other local and national non-profit and animal welfare organizations. The Executive Director will establish the Whatcom Humane Society as a recognized resource and a leader in animal care for the county, the state, the region and the nation.

### *QUALIFICATIONS (Knowledge/Skills/Abilities)*

- The Executive Director must have a valid driver's license and be a legal citizen of the United States of America.
- A Bachelor's Degree or any equivalent combination of education/experience is required.
- Successful completion of course work or two years experience in basic fundraising principles. The Executive Director must have demonstrated experience and success in developing comprehensive fund raising programs and initiatives that include annual and special events, major giving, and donor programs with a clear understanding of the principles of fundraising.
- The Executive Director must have five years proven non-profit management experience in animal welfare.
- The Executive Director must demonstrate the ability to write and understand the detail of grants.
- The Executive Director must have experience in working with volunteer boards, overseeing budgets and managing staff.
- The Executive Director must have a minimum three years experience as an Executive Director in animal sheltering with a clear understanding of best practice of operations.

## *QUALIFICATIONS (continued)*

- **Budgetary Skills** – Demonstrates ability to establish an annual budget, and work within approved budgetary guidelines. Basic knowledge of financial statements and the ability to monitor and understand financial investment portfolios.
- **Strategic Thinking** - Develops short and long term strategies to achieve organizational goals; understands organization's strengths & weaknesses; identifies external threats and opportunities; adapts strategy to changing conditions.
- **Analytical Skills** - Collects and researches data; synthesizes complex or diverse information; designs work flows and procedures; uses feedback to modify designs; demonstrates attention to detail.
- **Problem Solving** - Identifies and resolves problems in a timely manner; develops alternative solutions; works well in group or individual problem solving situations; displays original thinking and creativity.
- **Project Management** - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.
- **Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas. Reacts well under pressure; treats others with respect and consideration regardless of their status or position.
- **Team Work** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes constructive feedback; contributes to building a positive team spirit; puts success of team above own interests; recognizes accomplishments of other team members.
- **Leadership** - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; earns respect and trust; displays passion and optimism; leads by example; works with integrity and ethically; upholds organizational standards and values.

*WORKING CONDITIONS*

Must be willing to (at times) work irregular hours, weekends, holidays and attend evening meetings. Be able to deal with unruly, vicious, and dangerous animals humanely. Be able to deal with a hostile public and a fast paced work load that at times can be stressful. Be able to deal with strenuous physical activity and the emotional drain of the job. Exposure to parasites and infectious diseases.

This organization reserves the right to change the job duties and responsibilities as business requires. This job description does not constitute a written or implied contract of employment.

Disclaimer Statement: The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Date \_\_\_\_\_

Signature \_\_\_\_\_