

## PET NETWORK HUMANE SOCIETY

### Pet Network Humane Society's Mission Statement:

*Pet Network Humane Society rescues adoptable animals from euthanasia, connects abandoned animals with loving families, instills respect for animals through humane education, and enhances lives through animal companionship.*

**Position Title:** Executive Director (ED)

**Primary Purpose of Position:** The Executive Director acts as the primary voice of Pet Network Humane Society (PNHS) and is responsible for the day-to-day operations of the shelter and thrift store. This includes strategic planning, personnel management and development, animal care, transfers and adoptions, development and fundraising, marketing and community outreach, and public education.

**Accountability:** Reports to Pet Network Humane Society Board of Directors (Board)

**Supervisory Responsibilities:** This position has direct oversight of four (4) staff positions (Medical Director, Director of Operations, Director of Development & Community Outreach, and Director of Finance and Human Resources), as well as indirect oversight and governance responsibilities of all staff and volunteers of the Pet Network Humane Society including the Thrift Store Manager.

### **Vision, Mission, and Strategy:**

- Works with the Board to define a clear vision and mission, and to set realistic goals and objectives relating to the mission of PNHS.
- Creates and maintains an effective process for long-range and strategic planning for the organization and oversees implementation of goals and objectives outlined in the strategic plan.
- Develops organizational policies and procedures, keeping Pet Network Humane Society's mission at the forefront.
- Keeps abreast of new issues in animal management, legislation, and other pertinent matters to improve ongoing operations, programs, and services relevant to PNHS.

### **Financial Performance and Viability:**

- Responsible for the fiscal well-being of PNHS through the development and implementation of the annual budget, annual audit, and investment policies as guided by input and goals set by the Board.
- Develops and maintains a sound fundraising plan, identifying areas for growth/improvement.

### **Organizational Operations Management:**

- Responsible for the overall operations and effective functioning of the animal shelter, adoption center, and thrift store.
- Responsible for general maintenance and repair of the facility, grounds, and equipment.
- Develops, maintains, and evaluates programs for adoption, education, and spay/neuter, and other programs as needed to fulfill the goals established by the ED and Board.
- Communicates in a timely and effective manner with the Board and serves as a professional advisor to the Board, presenting the organization's needs and productive solutions for problems, issues, and/or attainment of goals.
- Develops and maintains a broad volunteer base, identifying needs where volunteers can enhance ongoing operations, programs, and services.

- Develops, maintains, and evaluates an aggressive educational program for youth/adult programs and targeted marketing/advertising.

**Staff Management and Development:**

- Expected to demonstrate strong leadership skills and teamwork. Responsible for recruitment and development of personnel.
- Maintains a climate that will attract and retain a diverse group of top-performing individuals.
- Develops and recommends compensation structure/benefit plans within the funding limits set by the Board.
- Ensures that policies and procedures are in place that comply with State and Federal employment laws and reflect the mission of PNHS.

**Communications:**

- Responsible for developing and maintaining relationships with the local community to promote community awareness of organization's goals, mission, programs, and services.
- Serves as the main contact and spokesperson for all aspects of media relations and publicity for the organization.
- Cultivates new donors and maintains/strengthens connections with existing donors.

**Position Requirements:**

**Education and Experience:**

- A minimum of five (5) years of high-level and effective management experience supervising a wide range of diverse staff is required.
- Two (2) years developing and maintaining financial budgets.
- Prior experience running a non-profit agency and/or animal shelter is desired.
- BA or BS Degree in Business Administration or Animal Management preferred. Will recognize equivalent experience in an animal welfare leadership position.

**Knowledge, Abilities, and Skills:**

- Proven knowledge, skill, and ability to effectively inspire, motivate, and lead people. Demonstrate excellence in people management skills.
- Must be a vision-oriented individual with the ability to create, maintain, and evaluate programs.
- Understanding of non-profit accounting is desired.
- Excellent written and verbal communication skills with emphasis on strong public speaking.
- Excellent interpersonal and public relations skills.
- Ability to multitask and meet varied goals and deadlines.
- Ability to raise funds to support the organization's initiatives.
- General knowledge of pet behavior and care: the ability and skill to successfully work with various kinds of animals safely and responsibly, are required.
- Must have a passion for animals and treat animals humanely both on and off the job. Must adhere to local laws regarding personally owned animals.
- Must be highly proficient with Microsoft Word, Excel, Google, and email programs, with the ability to conduct internet research and efficiently use databases.
- Possession of a valid driver's license with a clean driving and criminal abstract.
- Must be professional in appearance and behavior.
- Position involves desk and computer work but also requires standing for extended periods. Travel is required (e.g., for conferences) but will not be extensive.