

Position Title: Executive Director

Reports To: Board of Directors

Classification: Full-Time



Summary

The Executive Director plans, organizes, and develops programs that meet the principles and objectives of The Humane Society of Greenwood. The Executive Director directs the day-to-day operation of the interests and facilities within the framework of policy and authority established by the Board of Directors; which includes public relations, fundraising, personnel management, liaising with government and civic organizations, and financial management of the organization. The Executive Director directs and administers all programs, operations and policies in addition to managing all department heads and indirectly managing staff. The Executive Director must have an understanding of the No-Kill movement as it is defined nationally.

Essential Duties and Functions

- a. Provides administration of and guidance for all organizational programs and activities and staff responsible for them including: adoption programs, spay/neuter clinic services, facility management, fiscal management, fundraising, community and public relations, animal advocacy, and human resources.
- b. Provides executive level leadership of all management, staff and volunteers in the well-being and humane treatment of animals
- c. Supervises the maintenance of buildings, equipment and grounds.
- d. Oversees the operating budgets and proposed capital and extraordinary expenditure programs for presentation and approval to the Board of Directors.
- e. Assists the Board of Directors in fundraising activities and maintaining contact with donors. Coordinates capital campaigns and applies for grants from Foundations, Trusts, etc.
- f. Establish effective working relationships with Board members, managers, staff, Greenwood City and County officials and other community agencies.
- g. Builds and maintains relationships with donors, business sponsors and media sponsors, veterinary associations and other professional organizations. Monitors and approves all media exposure: Radio, TV, Social Media, and Print.
- h. Seeks out and maintains local and regional contacts and represents HSOG through various types of organizations, collaborating when appropriate.
- i. Report to the Board monthly as to the fiscal and operational status of the organization
- j. Promote development of skills of staff and strive to accomplish HSOG goals and fulfill HSOG mission.
- k. Works with the Board and Committees to develop and implement appropriate policies and standards of procedure for all core functions of the organization

- I. Continually observes conditions within the organization and makes suggestions and recommendations for change or improvements to the Board.

Key Result Areas:

- **Strategic Planning** - organization sets clear short and long-range goals and has a plan to achieve those goals. The Executive Director implements HSOG's Strategic Plan in conjunction with the Board. Develops, implements and supervises programs and services that are consistent with the HSOG mission and that meet the needs of the community.
- **Fiscal Management** – the organization achieves and maintains financial stability. Executive Director manages within the budget of the organization; develops an annual budget for approval by the Board, and oversees the management of all expenditures consistent with the organization's accounting system.
- **Fund Development** – organization's fundraising evolves to support needed growth. Together with the Board, the Executive Director is responsible for the fundraising and development programs of HSOG including cultivating relationships, marketing, branding, advertising and fundraising events.
- **Advocacy** – the goals of the organization are achieved on an annual basis. Executive Director serves as a spokesperson for HSOG in the community. Articulates and communicates the value of the HSOG programs and services.
- **Leadership and Management** – keeps the staff and management focused on achieving stated goals. The Executive Director motivates and develops the management team; assists with hiring, supervising and evaluating staff. Team members know what is expected of them.
- **Community Relations** – organization is respected and valued by the community. The Executive Director coordinates work with the Board's committees, volunteers and partner organizations.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a. Strong organizational skills, human relations, and communication skills.
- b. Ability to work on own initiative and meet deadlines.
- c. Knowledge of animal protection issues and commitment to the objectives of the organization.

Education, Skills, and Experience

- a. Bachelor's degree preferable with minimum of 5 years' experience in either an Animal Shelter or a non-profit environment, preferably in animal welfare, and a minimum of 3-5 years' experience supervising subordinate personnel.

- b. Experience developing and implementing programs.
- c. Excellent verbal and written communication skills. Strong public speaking, writing, grammar, and editing skills.
- d. Strong planning, organizational and analytical skills.
- e. Ability to positively motivate and develop staff, board, and volunteers and build consensus.
- f. Visionary and innovative thinker.
- g. Ability to work collaboratively with all sectors of the community, the Board of Directors and staff.

Certificates, Registrations, and Licenses

Must possess a valid and unrestricted driver's license.

Work Environment

Working hours vary depending on scheduling of programs and may often include evenings, weekends, and holidays in addition to daytime hours. Must be able to work with sick, injured or potentially dangerous animals. Must be able to tolerate loud working conditions. Both indoor and outdoor work is required.

Computer Skills / Office Equipment

Advanced computer, software and office equipment skills are required. Work requires use of Microsoft Office suite – word processing, spreadsheet use and analysis, email proficiency and etiquette, and presentation software. Cell phone use is required and reimbursed according to the organization's policy.

Health and Safety

HSOG recognizes the potential for accidents in performing job-related tasks and promotes a safe working environment. All employees have a responsibility to promote and maintain a safe and healthy working environment and to complete assigned tasks safely and efficiently.

Ethical and Legal Compliance

Conducts business in accordance with the letter, spirit, and intent of all relevant laws and refrains from any illegal, dishonest, or unethical conduct. Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity; Upholds organizational values.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or

crawl and talk or hear. The employee is frequently required to climb or balance. The employee may be needed to lift and/or move up to 50 pounds.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

APPLICATION PROCESS: Qualified applicants interested in applying for the above position should submit a current resume along with 3 professional references to HSOGboardchair@gwdhumanesociety.org