

Executive Director Job Description Humane Society of Wickenburg

Job Classification: FT/Exempt
Job Relationship: Reports to the Board of Directors

Purpose of Position: To plan, organize, manage all aspects of operations of the Humane Society of Wickenburg as established by the Board of Directors in accordance with the Humane Society of Wickenburg (HSW) policies and bylaws.

Position Summary: The Executive Director serves as the facility spokesperson between the Board of Directors, the community, the HSW volunteers, community businesses and shelter staff. The Executive Director will be expected to uphold the mission of HSW and promote its goals, and make decisions for the best interest of the organization.

The Executive Director will take leadership in shelter operations and will need to step in whenever necessary to help employees with cleaning, medical tasks. The ED will need to maintain/provide/develop programs to provide low cost spay/neuter clinics and humane education programs/events for the community. They will be responsible for maintaining/improving HSW adoption, fundraising, financial processes. They will need to prepare, attain, and administer external grants.

Required Skills: Include but not limited to the following:

A current working knowledge of companion animal care and adoption issues; an understanding of compliance issues involving pertinent federal, state, and local regulations; strong motivational skills, management skills and interpersonal skills with the staff and the public required.

A Bachelor's degree from an accredited college or university with a major in public health, animal sciences, public or business administration and two years animal welfare experience and/or training; capacity; OR equivalent combination of education and experience.

Working conditions: Regular attendance is essential, subject to occasional on-call duty during nights, weekends and holidays. Occasional bending, stopping and kneeling and minimal lifting.

Duties and Responsibilities:

A. Operational Management:

1. Responsible for ensuring the mental and physical health, well-being, and placement of all shelter animals, including maintains a working relationship with local veterinarians and consulting with them on general and specific matters, as necessary.
2. Organize/Maintain fundraising calendar and implement new innovative ways to continue funding for the everyday operations of the shelter.
3. Oversee the humane education and low cost spay/neuter programs throughout the year to continue providing tools for the community to promote responsible pet ownership.
4. Maintain the physical and security needs of the shelter. Develop and implement preventative and required maintenance for facility equipment, building and grounds.
5. Maintain professional, working relationships with other animal welfare organizations in an effort to further our cause and realize our mission statement. Develop and continue these relationships to ensure the HSW continues the transfer program between organizations.
6. Work with the Boards Financial committee & accountant to prepare an annual budget for submission to the Board of Directors for approval based on the Board of Directors calendar of events.
7. Prepare monthly end of month financials including but not limited to payment of all bills, documentation of payment(s) of bills processed, code payment to the financials and submit to the accountant.
8. Develop and maintain adoption programs such as Slumber Party Program, AFAP (Adoption Fee Assistance Program), Foster Program, Off-site adoption events and more.

9. Ensure website is current with events, animals for adoption, statistics and with upcoming events.
10. Ensure all social media pages like Facebook & Instagram (including the volunteer Facebook page) are current.
11. Oversee the donor database ensuring all donor, volunteer, adoption information gets into the database.
12. Uphold all policies plans and programs lined out in the employee handbook.
13. Input shelter statistics monthly for the Science Diet food program, Shelter Counts and PetPoint.

B. Public Relations/Fundraising:

1. Coordinate activities involving all aspects of media related to: 1. Animals for adoption. 2. Clinics. 3. Public outreach programs. 4. Fundraising events.
2. The Executive Director will be in charge of sending the yearly membership letter, monthly emails to promote fundraisers/events to supporters.
3. Lead the Board of Directors with fundraising activities as required.
4. Prepare a yearly calendar of events/goals to track and maintain throughout the year.
5. Write 4-7 grants yearly for the Humane Society of Wickenburg to ensure sustainability of financials for all aspects of the shelter expenses.

C. Personnel Management

1. Responsible for all staffing needs of the Humane Society of Wickenburg, including employees and volunteers. This includes all aspects of the staffing cycle, including but not limited to the following:
 - a. Advertising for and accepting applications for vacant position(s)
 - b. Interviewing potential candidates
 - c. Hiring for vacant positions
 - d. Delivering 90 day and year reviews for each staff member
 - e. Termination with board approval
 - f. Quarterly safety meetings
 - g. Employee or volunteer medical emergencies
 - h. Tracking of personnel compensated absences and overtime
 - i. Salary surveys and reviews
 - j. Payroll submission to accountant bi-weekly for all staff members
 - k. Cross-training full-time/regular staff within the Humane Society of Wickenburg.
 - l. Lead weekly staff meetings
 - m. Lead quarterly volunteer meeting and quarterly safety drill. Lead the volunteer process including but not limited to volunteer orientation, volunteer dog training/cleaning, volunteer signup sheets, volunteer email and event coordination.

- D. Responsible for carrying out other such duties and tasks as may be assigned by the Board of Directors from time to time.