



Oconee Regional Humane Society

## Job Description Executive Director

**MISSION AND VISION STATEMENTS:** The Oconee Regional Humane Society (“ORHS”) is dedicated to bringing people and adoptable companion animals together for lifelong relationships through rescue and adoption programs, while reducing animal over population in our community through affordable spay/neuter programs. We envision a community where every adoptable cat and dog has a safe and loving forever home, and pet owners understand what it means to be responsible and compassionate for their companion animals.

### POSITION OVERVIEW:

The Executive Director position is an *exempt* position and is responsible for:

- Implementing / setting best practices and standards that align with the strategic goals and mission of the organization.
- Achieving the organization’s overall goals, including meeting the financial objectives, and actively participating in fundraising planning and execution.
- Maintaining the standards of care.
- Developing, leading, or coaching a team (staff and volunteers) to promote the organization’s mission as a no-kill shelter, lowering animal overpopulation through adoption, spay/neuter, education programs.
- Supervising team to assure all animals are afforded a humane and compassionate environment.
- Maintaining a high-level of customer service both internally and externally.
- Complying with policies and procedures that align with community needs and government requirements.

### JOB SUMMARY:

The Executive Director reports to the Board of Directors, and as such is responsible for the day-to-day management of the ORHS shelter and the building and maintaining all external relationships. Areas of responsibility include:

- Personnel Management
- Operational and Facility Management
- Animal Care
- Public Relations
- Fundraising

The Executive Director will maintain a safe and healthy environment for animals, staff, volunteers, and the public. This position performs in accordance with the organization’s expectations for animal care, consistency, teamwork, and actively provides leadership in service delivery, fundraising, and public relations. They shall be available to the members of the board of directors for professional consultation in connection with the affairs and activities of ORHS.

**PRIMARY RESPONSIBILITIES:** The Executive Director serves a liaison between the Adoption Center staff and Board, and will be accountable for:



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### Personnel Management

- Supervise the work of the Shelter staff and volunteers, including assurance that required training is conducted and in compliance with ORHS SOPs
- Build, develop, coach and lead team to ensure operational and strategic goals are met
- Ensure all staffing needs are met, inclusive of all aspects of the staffing cycle
- Perform duties staff typically performs on occasion due to small staff

### Operational and Facility Management

- Oversee daily rounds by Shelter staff to monitor animal health, record maintenance, supplies and conformance with all federal, state, county and city laws and ordinances pertaining to animal welfare
- Develop training, policies, and protocol necessary to create safe and healthy work environment
- Monitor and assist in facilitating transfers to and from other facilities
- Manage Shelter Operating Budgets, and provide budget recommendations and project estimates
- Prepare monthly / annual reports summarizing program statistics, activities, issues
- Ensure that the Adoption Center is maintained in a neat, sanitary, and organized manner and operating within state Regulations; serve as the main point of contact for compliance and licensing
- Maintain Shelter Facility and Equipment, communicate needs to Board and landlord as appropriate

### Animal Care

- Ensure all incoming dogs and cats in the care of ORHS are afforded the 5 Freedoms: Freedom from hunger and thirst, Freedom from discomfort, Freedom from pain, injury and/or disease, Freedom to express normal behavior, and Freedom from fear and distress
- Maintain sheltering best practices by following proper animal intake protocol, coordinating with clinical staff in making decisions about medical treatments, and building good working relationships with the veterinarians we use
- Planning, implementing, and monitoring humane action plans for all animals
- Manage Dog Training program to improve adoptability of dogs for use on as-needed basis

### Public Relations and Fundraising

- Acts as a public relations agent for ORHS, representing (in a professional manner) ORHS to the public in support of our mission, vision, and values
- Actively build, coordinate, and evaluate strategic partnerships
- Collaborate with the Fundraising Committee regarding donor cultivation, grant writing, solicitation correspondence and articles and reports for the quarterly newsletter
- Assist the Board of Directors with fundraising activities

### KNOWLEDGE, SKILLS, & ABILITIES:

Building and leading effective teams  
Strong marketing experience  
Social media  
Process management  
Stakeholder Management

Public relations  
Fundraising  
Budget management  
Communication skills  
Secure / maintain strategic partnerships



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Strong written and verbal communication skills are essential, as the ED is the organization's chief spokesperson and is responsible for cultivating strong positive relationships with corporate and foundation leaders, individual donors, animal welfare leaders and other community partners.

### **QUALIFICATIONS AND REQUIREMENTS:**

- Bachelor's degree and 3-5 years shelter experience
- 5 years of professional experience working with animals in a kennel, shelter, or veterinary hospital
- Grant writing expertise is desired
- Three+ years of leadership and management experience
- Knowledge of domestic animals including breeds, behavior, appropriate care and housing, common health problems, disease symptoms and handling techniques
- Excellent communication, public relations, and written skills
- Self-proficient computer skills using standard Microsoft Office programs (Word, Excel, PowerPoint) and Google applications
- Experience with PetPoint© systems preferred
- Excellent customer service and the ability to set an example for other staff on polished, positive interactions with the public and others
- Ability to build, coach and lead a team
- Ability to manage multiple projects in various stages of development, each with a unique timeline
- This is a full-time position and flexibility around hours is imperative. Additional hours will be requested on occasion, as necessary to support all Shelter operations and fundraising efforts.

### **PHYSICAL DEMANDS & WORK ENVIRONMENT:**

- Ability to communicate clearly and effectively in English
- Ability to comfortably interact with animals including wildlife and restrain animals in a safe and appropriate manner
- Ability to lift and/or move up to 50 pounds
- Ability to clean the kennel and deal with offensive odors, including ability to be exposed to cleaning chemicals
- Ability to move throughout the building as needed to meet the requirements of the job
- Ability to work with others in a fast-paced, at times highly stressful work environment to accomplish goals
- Valid driver's license

**DISCLAIMER:** This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees are 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. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. 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.