



Elmbrook Humane Society, Inc.

JOB DESCRIPTION

Title: Executive Director

Reports to: Board of Directors

Exempt Status: Exempt

PURPOSE OF JOB:

The Executive Director is accountable for the overall leadership, operation, and management of EBHS. The Executive Director, as the organization's visible leader and key spokesperson, is responsible for effectively implementing the organization's mission and strategic goals, communicating the significance of our work and service to the community and actively searches for adequate funding of our programs and services. This position reports to the Board of Directors.

ESSENTIAL RESPONSIBILITIES:

- Collaborates with the Board of Directors to provide strategic planning and leadership to assure EBHS achieves its mission and goals.
- Ensures the well-being and humane treatment of the animals in EBHS' care.
- Foster and maintain an environment that encourages communication and collaboration among all staff and volunteer positions and a culture that is service-orientated, relationship-based, and donor-centered.
- Assures effective fundraising planning and implementation, including identification, cultivation and solicitation of potential funding sources. Promotes and represents EBHS to potential and current donors and funding organizations.
- Manage, direct, and implement fundraising and public relations activities.
- Oversee major gift solicitations and grant planning and application process.
- Directs budgetary and financial control of EBHS and manages financial resources within budget guidelines.
- Procures and negotiates community contracts and assures the organization effectively fulfills contract obligations.
- Actively represents EBHS publicly and works collaboratively with other animal welfare and related organizations.
- Oversees all operations and assures that all programs, operations, and services are effectively managed.
- Administers human resources policies, staff training, procedures, and practices.

EDUCATION & EXPERIENCE:

- Bachelor's degree preferred (or equivalent senior-level executive work experience).



- Non-profit management experience preferred.
- Demonstrated success in donor cultivation, donor stewardship, and event development/implementation.
- Demonstrated passion for EBHS' mission.
- Excellent written and verbal communication skills and ability to represent EBHS to a wide, varied audience.
- Experience in business and management principles in financial resource allocation, strategic planning, and budgeting.
- Demonstrated human resource knowledge and development skills.
- Awareness of state and federal laws and regulations governing non-profit and animal welfare organizations.

PERSONAL ATTRIBUTES:

- Capable of working in an environment where animals are constantly present.
- Commitment to EBHS Core Values:
 - Balance and Compassion. Uniting our heads and our hearts to impact relationships and make mindful decisions.
 - Ingenuity. Being innovative, resourceful, and thoughtful in caring for animals and people.
 - Collaborative. Working together to accomplish more.
 - Integrity. Doing what is right even when no one is watching and setting the best example when they are.
 - Respect. Recognizing the differences of and being kind to all animals and people.
- Organized, innovative and independent, with a “can do” attitude.
- Excellent verbal and written communication skills, including public speaking and presentation skills.
- Proven leadership and strategic qualities to develop and manage a staff, foster a team environment and to direct day-to-day activities and operations.
- Embraces the highest level of personal and business ethics.
- Maneuver through complex situations effectively; demonstrates sensitivity in handling difficult and emotional situations; tolerant with people and personalities.
- Passion for issues surrounding animal welfare.

WORK REQUIREMENTS:

- Physical demands include:
 - lifting and moving animals and cages.
 - administering dangerous and lethal drugs.
 - frequent movement, including but not limited to standing, walking, stooping, carrying heavy loads, movement of cages, restraining active animals, and operation of motor vehicle.



- Working conditions include:
 - possible exposure to dangerous, diseased, frightened, and injured animals.
 - possible exposure to potentially harmful chemicals and drugs.
 - working with strong cleaning agents on wet surfaces.
 - indoor and outdoor work in all weather conditions.
 - able to tolerate loud working conditions.
- Emotional demands include:
 - euthanasia.
 - animal abuse.
 - animal neglect.

Elmbrook Humane Society is an Equal Opportunity Employer.