

ARNELL MEMORIAL HUMANE SOCIETY

EXECUTIVE DIRECTOR – FULL-TIME Job Description

The Arnell Memorial Humane Society (AMHS), located in Amery, WI, provides shelter, comfort and care for stray, abandoned and surrendered pets. Our mission is to protect animals by providing shelter and education, encouraging pet adoptions promoting responsible pet guardianship and expanding the human-animal bond.

Position Summary:

The Executive Director upholds the mission of AMHS, supports its goals, and works closely with the Board of Directors to provide informed decision-making.

The Executive Director is responsible for the cost effective, sanitary, and humane operations of the organization; the health and welfare of animals in its care; the screening of potential adopters; the development of new programs; and the selection, training, supervision, and deployment of shelter staff and shelter volunteers.

The Executive Director serves as a dynamic liaison between the staff, Board of Directors, the community, and government entities in Polk County. The Executive Director will be the shelter's visible spokesperson and will have a unique opportunity to positively influence the community at large.

The Executive Director works closely with the Animal Care Manager to oversee all aspects of animal care, ensuring that their welfare is a top priority.

Responsibilities:

The Executive Director's responsibilities include, but are not limited to, the following:

Personnel Management

- Oversee all employees and volunteers including hiring, scheduling, conducting performance evaluations, promotions and terminations.
- Work with the Animal Care Manager regarding animal health issues, animal transport and euthanasia.
- Maintain the operation manual and employee handbook.
- Oversee shelter programs with other community organizations.

Shelter Operations

- Ensure high-quality animal care. Oversee and participate in intake, medical care, behavioral enrichment and adoption services, including the SNAP low-cost spay/neuter program and the selection of animals for euthanasia.
- Provide exceptional customer service and ensure placement with nurturing guardians.
- Manage effective systems to track progress and regularly evaluate program components, measuring successes that can be effectively communicated to the board, staff, donors and other constituents.
- Supervise the shelter's veterinarians and maintain strong relationships with other local vets.
- Oversee maintenance of the facilities and property.
- Oversee ordering of supplies and manage retail inventory.
- Rotate through reception desk and other duties as needed to maintain effective operations.
- Attend continuing education programs on shelter management and animal welfare.

Financial Management

- Manage and record cash receipts, cash disbursements, accounts receivable and accounts payable.
- Prepare employee payroll information and forward to the accountant.
- Produce monthly financial statements.
- Work with the Board of Directors to development the annual operating budget.
- Oversee the Polk County contract and foster relationships with the County and its municipalities.

Board of Directors Liaison

- Prepare reports for monthly Board Meetings, including financial reports, and information on shelter intake and adoptions.
- Develop the annual report in cooperation with the accountant and the Board of Directors.
- Work with the Board of Directors to develop new programs.

Fundraising and Pet Adoption Events

- Build and maintain relationships with funders and donors.
- Research and write grants, and manage donor appeals.
- Develop and assist the Board of Directors with fundraisers and community events.

Community Outreach and Public Relations

- Develop and manage community outreach initiatives, marketing and public relations.
- Create and distribute the annual newsletter.
- Manage and expand educational and volunteer programs.
- Foster good relationships with local veterinarians and animal-related businesses, as well as local newspapers and other community organizations.
- Manage online marketing including social media, E-mail distribution, and the shelter website.

Qualifications and Skills:

- Bachelor's or Associate's degree in nonprofit management, business administration, or a related discipline, or equivalent work experience.
- Passion for animal welfare; current working knowledge of companion animal care and adoption issues.
- Current understanding of compliance issues involving pertinent federal, state and local regulations.
- Experience with strategic and operational planning.
- Understanding of financial management and accounting principles.
- Excellent verbal and written communication skills, as well as strong public speaking skills.
- Ability to set clear priorities, delegate and guide investment in people and systems; keen analytic, organization and problem-solving skills, which support and enable sound decision making.
- Strong motivational skills, management skills and interpersonal skills, with the ability to provide staff and community leadership.
- Strong commitment to the professional development of staff and a successful track record of recruiting and retaining a diverse team. Ability to encourage staff to share ideas and take appropriate initiative.
- Ability to be flexible and able to adapt to immediate or unforeseen challenges.
- Proficiency in the use of computers, particularly E-mail, the Internet, MS Word and Excel; QuickBooks experience is a plus.
- Demonstrated proficiency across multiple social media platforms.

Compensation: Full-time wages \$35,000 - \$45,000, commensurate with qualifications and experience.
Health insurance stipend.

Application: E-mail the following to amhspets@amerytel.net, subject "Executive Director," prior to 11/30/21:

- Cover letter (addressed to AMHS Board of Directors), briefly summarizing organizational management and animal welfare experience.
- Résumé.
- Three professional references with contact information.