

Humane Society of Washington County
13011 Maugansville Road
Hagerstown, MD 21740
Revised: April 12, 2019

Job Description

Job Title: Executive Director
Department: Administration
Job Code: Exempt
Reports To: Board of Directors
Job Status: Full-Time

GENERAL PURPOSE OF THE POSITION:

Under the guidance of the Board of Directors, the Executive Director is responsible for the administration or administrative oversight and accountability of HSWC in accordance with adopted policies and by-laws of the organization. The Executive Director directly supports the mission, goals, objectives, strategic plans and development of HSWC, serves as agency spokesperson in the community and provides leadership, direction and guidance in conducting day-to-day functions of HSWC. The Executive Director may delegate duties as appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Formulate, under the guidance of the Board of Directors, and administer policies and procedures required to meet goals and objectives as established by the Board and in accordance with the mission and bylaws of HSWC.
2. Ensure compliance of the organization to all applicable laws, regulations, licensures and accreditation standards.
3. Work with the Board of Directors to develop fund raising programs and plans to meet program and financial goals. The Executive Director will plan, implement and evaluate all annual, major, planned and capital giving programs.
4. Provide leadership and advocacy in representing HSWC to funding sources, community and civic organization, business affiliates and regulatory agencies.
5. Ensure the development and implementation of programs and services that meet community needs, advance the mission and vision of HSWC; the HSWC exists to promote the welfare of companion and domestic animals through educational programs and initiatives that reduce pet overpopulation, endorse fostering, enrich adoptions, and encourage responsible pet guardianship."
6. Working with the Board of Directors, research and develop programs that meet the mission and goals of HSWC.

7. Develop working relationships and program collaborations in the community that are beneficial to the participating organizations while meeting demonstrated community needs; do so through community networking and personal contact with other agencies.
8. Participate in appropriate professional organizations on behalf of HSWC as budgeted.
9. Ensure the integrity of all operations, including the timely reporting of operational and financial activities to the Board of Directors. Submit a monthly report of financial activities.
10. Develop and maintain all agency contractual relationships. With the Board president, review and negotiate new contracts for approval by the Board of Directors.
11. Comply with all policies and procedures established by the Board of Directors. Recommend changes, additions and deletions of policies to the Board of Directors when necessary and applicable.
12. Ensure development of an annual planning process in cooperation with the Board of Directors to develop long- and short-term goals. Direct the implementation of the plan.
13. Provide leadership, direction and guidance in conducting day-to-day functions of HSWC.
14. In conjunction with the Executive Committee, provide leadership, training and development for the members of the Board including initial orientation of all new Board members.
15. Serve as liaison in HSWC legal affairs. Supervise and direct HSWC vendors, contractors and consultants to assure performance under their agreements with HSWC in compliance with HSWC budget and other restraints imposed by the Board of Directors. Ensure that satisfactory relationships exist between HSWC Counsel, Insurance Agents, Consultants, Accountants, Vendors and other (possible) contractors.
16. Represents the shelter as the chief spokesperson. Seeks out and maintains community contacts with government officials, agencies, civic groups, organizations, and the media. Attends pertinent workshops and seminars, maintains membership in professional organizations and networks with other executive directors.
17. Meets with management team on a regular basis to review reports, procedures, and problems and discuss new strategies. Attends meetings of employees as necessary.
18. Is responsible for the development and oversight of all agency departments and programs. Monitor all existing programs for effectiveness and recommend changes. Thru staff oversee the hiring, supervising, evaluating, disciplining, training, development and termination of all agency personnel. Ensures the implementation of personnel training programs that help staff accomplish their goals and maintain a working environment that attracts and retains quality people.
19. Administers fiscal management program including the preparation of the operating budgets. Oversees the authorized and proper expenditure of funds and ensures that all funds, physical assets and other property of the agency are appropriately safeguarded and administered. Oversees all agency accounts. Responsible for the security of all HSWC files, legal and historical documents.

20. Stays abreast of current animal welfare issues as well as the changing needs of the community. Assures the shelter philosophy and mission are relevant and practiced throughout the organization.

21. Assists management with difficult situations and resolves problems of a unique or sensitive nature. Responds to community concerns regarding animal and agency issues.

22. Prepares an annual budget in conjunction with the Finance Committee, operates the Society within the limits of the total approved budget, and informs the Board of the monthly status of the organization's financial position.

23. Serves as liaison between the Board and the public, and between the Board and other agencies or organizations.

24. Acts for the Society in designated matters pertaining to bequests, estates, contracts, donations and other matter of concern.

25. Preferred candidate will live near or within Washington County upon hire date.

DESIRED MINIMUM QUALIFICATIONS:

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

EDUCATION AND EXPERIENCE:

Four year or advanced college degree and a minimum of six years of management experience, including budgetary and staff supervision in animal welfare or a similar field, preferably a not-for-profit, open admission animal shelter or an animal welfare organization. Previous experience may be accepted in lieu of a degree where appropriate.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Proven ability to communicate effectively orally and in writing.
- Strong organizational, planning and critical thinking skills.
- Demonstrated experience in Fund development for a non-profit organization
- Demonstrated ability to gather and analyze facts, devise solutions and implement plans.
- Excellent interpersonal and supervisory skills.
- Must have an insurable valid driver's license.
- Must be able to lift 50 lbs.
- Ability to be vaccinated with pre-exposure rabies.
- Basic knowledge of labor laws, OSHA requirements and human resources related laws.

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.

Must have ability to lift up to 50 pounds; frequently bend, talk or hear, walk, stand, push/pull; occasionally kneel, sit, squat, climb, use hands to finger, handle or feel, and/or reach above shoulder level.

WORK ENVIRONMENT:

Work environment may have regular exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, pathogenic substances, animal attacks or animal bites. The noise level in the work environment can be very loud. This position is a member of HSWC's administrative team and is required to be available after hours and weekends as necessary.

EMPLOYMENT DISCLAIMER: This job description is not a contract - management reserves the right to change its contents at any time. The HSWC complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as a disabled veteran or veteran of the Vietnam era. The HSWC is an Equal Opportunity Employer.