



## Executive Director

**Organization's Mission Statement:** The Brown County Humane Society (BCHS) is a community resource dedicated to promoting animal welfare. We provide temporary shelter to pets in need and promote adoption into permanent, loving homes. We support and promote spaying and neutering to eliminate pet overpopulation. We advocate compassionate care and respect for animals through public education.

**Organization's Vision:** A community where all animals are valued and respected.

**Sphere of Responsibility Within the Organization:** The Executive Director (ED) serves as the primary liaison between the BCHS and its stakeholders, including the public, staff, volunteers, donors, media, and community partners. The ED is responsible for leading all programs and services, developing and executing strategic goals, and promoting the mission and policies set by the board. This role requires strong leadership, excellent interpersonal skills, a deep understanding of animal welfare issues, and a demonstrated commitment and passion to the humane treatment of animals.

### Key Responsibilities

#### Leadership:

- Provide clear, mission-driven leadership to staff, volunteers, and donors.
- Collaborate with the Board of Directors to develop and implement strategic and annual operational/fundraising plans.
- Represent and promote BCHS programs, services, and events both internally and externally.
- Recognize and support the contributions of staff, volunteers, and clients.
- Foster strong public relations; handle media and crisis communications professionally and strengthen the professional image of the organization.
- Keep the Board informed of key developments, challenges, and opportunities impacting BCHS.
- Demonstrate a keen understanding of, and actively foster, organizational health and culture.

#### Fundraising:

- Lead the design and execution of all fundraising and public relations strategies.
- Generate operating revenue through new and existing campaigns.
- Build and maintain relationships with donors, sponsors, foundations, and community organizations.
- Conduct major gift solicitations and oversee grant writing and submission.
- Increase public awareness of BCHS's impact in the community.
- Raise awareness of the BCHS programs and contributions to the community.

**Management & Supervision:**

- Oversee day-to-day operations, ensuring efficient use of resources and alignment with organizational goals.
- Manage and support staff and volunteers, including hiring, mentoring, manager/medical/behavior performance reviews, and disciplinary actions.
- Understand and utilize each individual's strengths to promote engagement and maximize performance.
- Prepare and present timely reports to the Board; maintain accurate records.
- Oversee the annual budgeting process and financial management.
- Serve as the primary point of contact for legal matters and government relations.
- Support animal care and education efforts as needed, including humane euthanasia.
- Foster skill development and teamwork among staff and volunteers.

**Other duties as assigned****Personal Attributes:**

- Comfortable working in an animal care environment.
- Organized, self-motivated, and action-oriented.
- Strong communicator with effective public speaking and presentation skills.
- Ethical, transparent, and team-minded.
- Flexible, open to feedback, and composed under pressure.
- Emotionally intelligent with strong interpersonal and conflict resolution skills.

**Qualifications:**

- A Bachelor's Degree or any equivalent combination of education/experience is required.
- Minimum of 2 years program and personnel management experience (preferably in a non-profit environment) including fund raising management or related work experience.
- Excellent written and verbal communications and presentation skills.
- Proven leadership and strategic qualities to develop and manage a staff and to direct day-to-day activities and operations.
- Proficiency in computer applications.
- A valid driver's license and be a legal citizen of the USA.

**Preferred:**

- Knowledge of federal, state, town, and county animal regulations and laws affecting the operation of the shelter.
- Sound general business skills and experience developing and managing budgets.
- Demonstrated success in fundraising.
- Experience working with and cultivating a strong non-profit board of directors.
- Ability to analyze revenue trends, explain results, and make recommendations.
- Demonstrated ability to write and have been awarded grants.
- Professional animal care experience

**Physical Demands:**

- Sufficient vision and hearing to observe animal behavior, recognize signs of distress or aggression, perform close work on a computer, and communicate effectively.
- Capable of performing prolonged, strenuous physical activity.
- Ability to lift, move, and restrain up to 50 pounds alone and up to 120 pounds with assistance.

**Work Environment:**

- Work may be performed outdoors and in varying weather conditions, including wet or humid environments.
- Regular exposure to cleaning chemicals, loud noise, and potential zoonotic diseases.
- Routine interaction with animals that may be frightened, fractious, aggressive, sick, injured, or deceased.
- Occasional engagement with emotionally charged individuals, requiring professionalism and composure.
- Requires the ability to manage a fast-paced, dynamic workload and adapt to changing priorities.
- May not be suitable for individuals with animal-related allergies.

I have read and understand the duties and responsibilities of this position:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_