



Job Title: Chief Executive Officer
Reports To: Board of Directors
FLSA Status: Salary / Exempt
Updated Date: April 2019

Summary

The Chief Executive Officer (CEO) of the Greater Huntsville Humane Society (GHHS) will work closely with and report to, the Board of Directors Chair and members. The CEO directs and administers all programs, operations policies, and manages staff. The CEO must have an understanding of the No-Kill movement as it is defined nationally.

Essential Functions:

- Provide executive level leadership of all management, staff and volunteers.
- Raise awareness of the organizations' work, goals and financial needs and develop campaigns and activities to raise necessary funds.
- Research and prepare all grant applications.
- Promote development of skills of staff and strive to accomplish GHHS goals and fulfill the GHHS mission.
- Implement the strategic goals and objectives of the organization and provide leadership toward the achievement of the organization's mission, annual goals, objectives and growth.
- Provide administration of and guidance for all organizational programs and activities and staff responsible for them including: adoption programs, spay/neuter clinic services, facility management, fiscal management, fundraising, community and public relations, animal advocacy, and human resources.
- Report to the Board monthly as to the fiscal and operational status of the organization.
- Ensure effective management of the annual budget and be accountable for budget expenditures.
- Establish effective working relationships with Board members, staff, volunteers and vendors.
- Build and maintain relationships with individual donors, business sponsors, corporate sponsors and media sponsors to include the implementation and maintenance of a donor management system.
- Develop and document appropriate standards of procedure for all core functions of the organization.

Key Result Areas:

- **Strategic Planning** - set clear short and long-range goals and have a plan to achieve those goals. The CEO implements the GHHS's Strategic Plan in conjunction with the Board. Develops, implements and supervises programs and services that are consistent with the GHHS mission and meet the needs of the community.
- **Fiscal Management** – achieves and maintains financial stability. The CEO manages operations within the budget of the organization; develops an annual budget for approval by the Board, and oversees the management of all expenditures consistent with General Accounting Principles and organization's accounting system.
- **Fund Development** – acts as the lead fundraiser and ensures that efforts evolve to support current operations and needed growth. Together with the Board, the CEO is responsible for the fundraising and development programs of GHHS including cultivating relationships, marketing, branding, advertising and events.
- **Advocacy** – promotes the humane treatment for all animals and educates the public and the proper care of animals. The CEO serves as a spokesperson for GHHS in the community. Articulates and communicates the value of the GHHS programs and services: Adopt, Donate, Volunteer.
- **Leadership and Management** – keeps the staff focused on achieving stated goals. The CEO motivates, develops, supervises, and evaluates staff. Team members know what is expected of them. Achieves the goals of the organization.
- **Community Relations** – ensures the GHHS is respected and valued by the community. The CEO coordinates work with the Board's committees, volunteers and partner organizations.

Supervisory Responsibilities

This job supervises all key areas of the organization and staff.

Qualifications

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

Education, Skills and Experience

- Bachelor's degree with at least 5-7 years solid management experience
- Passion for animal care or a related area
- Fundraising experience
- Nonprofit organization experience preferred but not required,
- Honesty, integrity, ability to garner respect and to be approachable are required.
- Outstanding written, oral and interpersonal communication skills.
- Strong planning, organizational and analytical skills.
- Ability to positively motivate and develop staff, board, and volunteers and build consensus.
- Visionary and innovative thinker.
- Ability to work collaboratively with all sectors of the community, the Board of Directors and staff.

Work Environment

Working hours vary depending on scheduling of programs and may often include evenings, weekends, and holidays in addition to daytime hours. Must be able to work with sick, injured or potentially dangerous animals. Must be able to tolerate loud working conditions. Both indoor and outdoor work is required.

Computer Skills / Office Equipment

Advanced computer, software and office equipment skills are required. Work requires use of Microsoft Office suite – word processing, spreadsheet use and analysis, email proficiency and etiquette, and presentation software.

Health and Safety

GHHS recognizes the potential for accidents in performing job-related tasks and promotes a safe working environment. All employees have a responsibility to promote and maintain a safe and healthy working environment and to complete assigned tasks safely and efficiently. Employee evaluations will include safe job performance.

Ethical and Legal Compliance

Conducts business in accordance with the letter, spirit, and intent of all relevant laws and refrains from any illegal, dishonest, or unethical conduct. Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity; Upholds organizational values.

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. While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee must be able to lift and move up to 50 pounds.

Essential Functions / At Will Status

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employee(s) will be 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. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. 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.