

## **Forsyth Humane Society Executive Director Position Description**

Job Title: **Executive Director**

Classification: Full-time, salaried

Organization: Forsyth Humane Society (FHS), a not-for-profit organization located in Winston-Salem, NC

### **Purpose of Position**

To oversee the operations of FHS as established by the Board of Directors (BOD) with FHS policies and bylaws and to provide sustainability and stability for the organization's consistent achievement of its mission and financial objectives.

### **Position Summary**

The Executive Director of FHS serves as a dynamic liaison between the BOD, shelter staff, volunteers, donors, and the Greater Winston-Salem/Forsyth County community. The applicant must have a successful record in fundraising, financial oversight, public relations, and strategic planning; proven experience in staff management, particularly overseeing a professional management staff; as well as the ability to help facilitate a positive, motivational workplace for all staff and volunteers.

### **Duties and Responsibilities**

#### **Fundraising/Marketing**

- Identify sources for grants and apply for grant monies.
- Develop, oversee, and implement fund development which includes fundraising activities to attain funding from agencies, foundations, corporations, and professional groups through the use of community involvement, media exposure, and publicity campaigns.
- Work with appropriate committees and board of directors on fundraising activities, including solicitation of sponsorships and vendors for fundraising events.
- Foster beneficial relationships with donors, businesses, and foundations.

#### **Communications/Public Relations**

- Act as the spokesperson both externally and internally by conveying the organization's vision and activities to area agencies, organizations and the general public.
- Oversee marketing and publicity for organization's activities, programs, and goals.
- Meet regularly with BOD to present reports and apprise them of important issues, problems, and new ideas.
- Respond to community concerns regarding animal issues.

#### **Budget and Finance**

- Be responsible for developing and maintaining sound financial practices.
- Lead in the development of annual budgets with staff, Finance Committee and BOD and ensure that the organization operates within budgetary guidelines.
- Oversee checking, savings, and investment accounts.

- Execute legal documents and other official correspondence of the organization with appropriate board members and staff

### **Strategic Planning**

- Assist BOD with formulating and implementing short-term and long-range goals.
- Assure that the organization makes consistent and timely progress on goals.
- Make recommendations for consideration by the BOD regarding updating of policies and procedures of the FHS.
- Work with the President to develop board meeting agendas that address short-term, intermediate, and long-term goals for FHS.
- Participate as determined appropriate by the BOD on committees and other task-force groups for the advancement of FHS and its goals.

### **Personnel Management**

- Oversee the hiring, supervising, evaluating, disciplining, training, development, terminations, and grievances of all facility personnel.
- Provide written and verbal annual performance evaluations to staff administrators.
- Encourage career development, continuing education, and professional growth for staff and volunteers.
- Ensure job descriptions are followed and assist staff in relating their specialized work to the overall well-being of the organization.
- Address complaints or concerns of staff and public. Assist staff/volunteers when dealing with difficult situations and resolve problems of a unique or sensitive nature.

### **Compliance with Laws, Regulations, Policies, and Guidelines**

- Understand and oversee operational compliance with current federal, state, county, and local laws, regulations, and guidelines that affect operations and budgets of non-profit organizations and animal shelters.
- Develop, maintain, and communicate to the staff and volunteers, an accurate and in-depth understanding of laws, regulations, and guidelines, and current or pending modifications thereof.
- Oversee record keeping practices for legally compliant adoptions, governmental contracts for goods and services, receipts for donations; spay/neuter programs, staff personnel files, administration of external grants and gifts, budgetary accountability, and taxation purposes.

### **Qualifications**

- Demonstrated successful grant writing and fundraising experience
- Demonstrated experience in budget oversight and administration
- Demonstrated expertise with computer-based accounting management systems
- A minimum of a 4-year college degree
- Experience in shelter work a plus, but not required

**Skills**

- Excellent communication and organization skills
- Ability to supervise staff
- Ability to understand, prepare, and administer comprehensive budget
- Ability to write and compile grant applications and proposals
- Must be able to perform physical activities, such as lifting, cleaning, restraining animals, and other shelter-related work

Candidates may submit a cover letter, resume and references to the Chairman of the Search Committee at [FHSresumes@gmail.com](mailto:FHSresumes@gmail.com) no later than July 30, 2010. Please, no telephone inquiries.