



The Humane Society of Charles County (HSCC) is a community leader in ensuring the health and welfare of companion animals through our proactive and compassionate no-kill program, community trap-neuter-release program, and socially responsible Humane Education program.

HSCC is seeking a dynamic and dedicated Director to work with the Board of Directors (BOD) and lead the organization through its next phase of growth and development. If you have a passion for animals, a track record of successful leadership, and proven experience in fundraising and identifying and acquiring new revenue streams, we invite you to apply for the role of Director of HSCC.

The Opportunity

The Director is a compassionate leader whose decision-making skills and strategic initiatives reflect a commitment to the mission of HSCC. They are responsible for overseeing the organization's consistent achievement of its vision, mission, and financial objectives. Serving as an effective liaison between the organization and the public, staff, volunteers, community leaders, government officials, veterinary community, animal welfare organizations, media, donors and other constituents, the Director ensures long-term growth and success of the organization.

The Director is responsible for the administration of all programs and services of HSCC and has a strategic vision for, and ability to execute, the plans and policies as set forth by the BOD. They possess a thorough business acumen, compassion for animals, knowledge and experience in fundraising and grant writing, exceptional people skills, appreciation for staff and volunteers, and the ability to motivate and educate those with whom they come in contact.

HSCC currently employs 12 staff (full- and part-time) and is supported by more than 370 volunteers and foster caregivers. The organization has an active and engaged BOD and an operating budget of over \$700,000, with revenue obtained from donations, programs, grants, corporate sponsorships, and bequests.

HSCC operates a physical shelter in Waldorf, MD, a network of foster homes, a spay/neuter clinic, TNR program, and 23 Humane Education programs.

Essential Responsibilities

Board of Directors Partnership

1. The Director is directly responsible to the BOD.
2. Works with the BOD in creating the strategic plan and achieving HSCC's strategic goals.
3. Serves as liaison between the BOD and HSCC staff.
4. Maintains ongoing communication and transparency with board members through written information and meetings.
5. Attends board meetings, fundraisers, and appropriate committee meetings.
6. Implements policies adopted by the BOD.
7. Is well acquainted with and adheres to the principles, purposes and objectives of HSCC as set forth by the BOD and as contained in HSCC's bylaws, board policies, and core values and position statements.
8. Partners with BOD members when guidance is needed in areas of their expertise.

Strategic Planning

1. Partners with the BOD in HSCC strategic planning.

2. Conducts and monitors the evaluation of operational and strategic plans to ensure satisfactory progress toward goals.
3. Oversees the planning, development, implementation and evaluation of HSCC programs and services.
4. Recommends strategic direction to the BOD and executes plans that inform and educate the staff and the public regarding HSCC's mission, goals, activities.
5. Cultivates HSCC's core values among staff and stakeholders; ensures that position statements are developed, and associated actions are integrated into daily operations.

Fundraising and Community Relations

1. Develops and implements HSCC's fundraising activities with particular emphasis on major gift cultivation and solicitation, corporate sponsorship, and planned giving.
2. Develops revenue strategy to ensure HSCC operations are funded.
3. Identifies and responds to appropriate grants that HSCC is eligible for. Ensures compliance with won grants.
4. Provides guidance on overall public relations strategies and messaging.
5. Develops and maintains positive public relations for HSCC and acts as the spokesperson for the organization.
6. Promotes and increases the visibility of HSCC to funders, professional groups, businesses, and others through involvement in community affairs.
7. When required, communicates with the media.
8. Resolves interagency disputes and escalated client grievances.

Personnel Leadership

1. Maintains a climate that attracts, retains, and motivates a diverse staff of top-quality people who support and promote the mission and goals of the organization.
2. Provides leadership for HSCC personnel and exemplifies HSCC's internal values of kindness, trust, humility, optimism, collaboration, and ingenuity.
3. Resolves formal personnel grievances and supervises internal conflict management pursuant to the grievance procedures established by the BOD.
4. Recruits, hires, trains, and mentors HSCC's leadership team.
5. Guides staff development and professional growth.
6. Annually evaluates Kennel Manager and Humane Educational Manager's performance and identifies areas for improvement.
7. Ensures that annual staff evaluations are completed by Kennel Manager and Humane Education Manager.

Compliance

1. Ensures ongoing compliance with the State of Maryland.
2. Ensures compliance with grant requirements and any required reporting.
3. Oversees recordkeeping of all proceedings of HSCC, including planning, personnel, and fiscal matters.
4. Develops and maintains an in-depth understanding of all aspects of current companion animal issues.

Operational Programs and Services

1. Oversees and evaluates the Kennel Manager to ensure that proper care and treatment of animals entrusted to HSCC is being provided, that checklists are being completed, that appropriate adoption applications are reviewed timely and followed up on to ensure animals are placed in loving homes, and

that animals available for adoption are appropriately marketed through complete and up-to-date kennel cards and pictures, social media, and the website.

2. Ensures that Kennel Manager is applying policies and procedures throughout the kennel and with kennel staff.
3. Reports to the BOD on the status of HSCC's operations and programs and recommends appropriate policies for consideration.
4. Secures appropriate funding and staffing levels for Humane Education programs.
5. Ensures the maintenance and appropriate improvement of the facility and equipment.
6. Oversees and approves utilization of the building fund.
7. Ensures community outreach programs correctly address current community needs.
8. Adheres to a wide range of federal, state, county, and city regulations that govern the operation of HSCC.

Budgeting and Finance

1. In conjunction with the BOD Treasurer, develops HSCC's annual budget for board approval and makes every reasonable effort to operate within that board-approved budget.
2. Ensures accurate forecasting throughout the fiscal year and takes appropriate action to maintain the fiscal health of the organization.
3. Responds to major fluctuations in the fiscal health of the organization in a timely manner.

Nature of Employment

The Director reports to the BOD President. It is an exempt position and requires a minimum of 8 hours per workday, 40 hours per week and may include weekend, night, and holiday work. There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of HSCC that employment for this position is *at will*, which means that employment is may be terminated by the employee or the organization at any time without cause except for unlawful or discriminatory reasons.

Compensation

The salary range is \$50,000 to \$65,000 with starting salary dependent upon experience, and a bonus structure for achieving fundraising goals. All employees receive paid time off.

Qualifications and Professional Expectations

The ideal candidate will have:

1. A minimum of 3 years' experience in a substantial leadership role. Reporting directly to or working closely with a BOD is preferred.
2. Substantial experience that includes demonstrated past successes in leadership and fundraising.
3. A Bachelor's degree is preferred.

Important areas of demonstrated experience and skills include:

1. Organizational leadership that demonstrates success in establishing and achieving goals.
2. Successful fundraising experience.
3. Community engagement and robust marketing experience.
4. Effectively and cooperatively working with BOD.
5. Excellent communication skills with ability to speak to a variety of audiences.
6. Strong organizational skills and the ability to manage multiple projects at the same time.
7. Management experience with both staff and budgets of equivalent size.

8. Ability to create and lead a team to achieve excellence while consistently meeting goals.
9. Desire and ability to absorb and apply new information, including a solid commitment to keeping up with the industry's current best practices.
10. Animal welfare/shelter experience is a plus but not a requirement. Those with shelter experience should demonstrate a solid track record of lifesaving and fundraising success.
11. Ability to work with and around animals. This includes working with and around sick, injured and/or fractious animals; loud noises; chlorine and other chemicals; and inclement weather.
12. Ability to bend, stoop, and lift 50 pounds.
13. Allergic conditions that would be aggravated when handling or working with animals may be a disqualification.
14. Valid Maryland driver's license with a clean driving history.

How To Apply

Email a one-page cover letter and resume to Rayanne.benya@hsc_bod.org. In the subject line, please mention: HSCC Director Search Committee. Acknowledgement will be emailed upon receipt of your cover letter and resume.