



It is the Mission of the Humane Society of Charles County to provide shelter and care for homeless, injured and neglected animals through adoption, fostering, community partnerships, education and affordable spay-neuter and vaccine services.

HUMANE SOCIETY OF CHARLES COUNTY - JOB Announcement

JOB TITLE: Executive Director

Salary: Salary and benefits set based on skills, experience and education. (\$40K-\$55K)

REPORTS TO: The President of the Board of Directors for day-to-day operations and performance matters, and monthly, or as otherwise required, the entire Board of Directors for reporting overall state of the shelter, financial matters, and both routine and non-routine activities affecting the Society.

SUPERVISES: Shelter Managers, Including, Kennel, Clinic, and Humane Education.

PRIMARY PURPOSE OF JOB: In accordance with Humane Society policy and other guidance from the Board of Directors, the Executive Director oversees the day-to-day operations of the Humane Society shelter, this includes the Kennel, Spay Clinic, Humane Education and outreach activities.

To apply send your resume to
HR@hsc-bod.org

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Oversees shelter activities and staff, ensuring smooth operations, responsible fiscal execution, records management, and timely reports submission, posting or distribution as required by Humane Society Board policy or government regulations.
2. Exemplifies Humane Society values, by treating animals humanely, with love and concern, both on and off the job, sharing these values with others, and sustaining a positive reputation of the Humane Society as if it were their own.
3. Develops and implements plans supporting Humane Society strategies by working with the Board of Directors and other members of the management team.
4. Prepares an annual budget that identifies funds needed to sustain operations and a fundraising strategy that identifies preferred funding sources and approaches.
5. Researches and identifies funding sources, participates in fundraising activities and prepares, coordinates and manages the creation of grant proposals and subsequent execution.
6. Builds and maintains a robust donor base by developing and fostering long-term relationships with donors and prospective donors.

7. Acts as ambassador and spokesperson for the Humane Society by attending community events, developing and fostering cordial and supportive relationships with members of the community.
8. Keeps abreast of animal welfare issues, techniques, procedures, technology, and equipment.
9. Demonstrates a willingness and ability to assist in all areas of the shelter when necessary; is a team player and promotes collegial relationships throughout the organization and community.

The Principal Duties and Responsibilities listed herein are a summary of the nature and level of work to be performed; and not an exhaustive list of all responsibilities, duties and requirements of the position. Other situations may arise requiring critical decision-making affecting the lives and well-being of animals in our care.

Education

- Bachelor's degree

Sustained experience of at least 2 years in:

- Leading groups of diverse teams achieving common goals
- Leading and developing subordinate managers or supervisors
- Working with animals in a shelter environment
- Organizational management, planning and communication
- Excellent written, computer and oral communication skills
- Familiarity with Animal Care industry technology tools and resources
- Donor management: Identifying, cultivating, and sustaining relationships with donors and prospective donors
- Fundraising: Event scheduling, planning, coordinating, and outsourcing.