



Executive Director Iowa County Humane Society (ICHS)

Position: Executive Director

Status: Full-Time

Benefits: Comprehensive benefits package, including paid time off, retirement plan, insurance stipend

Reports to: President of the Board of Directors

Direct Reports: Fundraising/Outreach Coordinator, Kennel Manager, Accounting Specialist, Office Manager/Volunteer Coordinator

MISSION

ICHS is a nonprofit organization dedicated to providing humane, safe, “no-kill” care and protection for animals in need through progressive and innovative programs and services, animal welfare advocacy, and community involvement and education.

VISION

Foster a community that cares for animals in need, ensures their safety and well-being, helps them find appropriate homes, supports the people who care for them, and is guided by kindness and compassion.

VALUES

Compassion, Respect, Integrity, Collaboration, Innovation

The Iowa County Humane Society is seeking an experienced, collaborative, and mission-driven Executive Director to lead the organization in advancing animal welfare through innovative programs, community partnerships, and sound organizational leadership.

POSITION SUMMARY

The Executive Director provides strategic leadership and overall management of the Iowa County Humane Society (ICHS), ensuring the organization fulfills its mission, vision, and strategic goals. Reporting directly to the Board of Directors, the Executive Director oversees all organizational operations, including animal care, personnel and volunteer management, financial stewardship, fundraising, community engagement, marketing, facilities, and regulatory compliance.

Working in partnership with the Board of Directors, the Executive Director develops and implements organizational strategy, policies, and annual priorities while fostering a positive workplace culture, maintaining strong community partnerships, and ensuring the long-term financial sustainability of the organization. The Executive Director is responsible for supporting appropriate outcomes for cats and dogs through progressive, innovative, and community-focused programs and services while promoting operational excellence and organizational growth.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are representative of the essential functions of this position.

LEADERSHIP AND STRATEGIC PLANNING

- Provide mission-driven leadership that advances the vision, values, and strategic goals of the Iowa County Humane Society.
- Collaborate with the Board of Directors to develop, implement, and evaluate the organization's strategic plan, annual operating plan, and fundraising priorities.
- Keep the Board of Directors informed of significant organizational developments, opportunities, and challenges to support effective governance and decision-making.
- Foster a positive, inclusive, and accountable organizational culture that promotes employee engagement, collaboration, innovation, and continuous improvement.
- Lead by example through effective communication, teamwork, and collaborative leadership.
- Maintain knowledge of emerging best practices through ongoing professional development, attendance at relevant conferences and educational programs, and active networking with peers and industry leaders.
- Lead and support organizational change by embracing innovation, evaluating opportunities for improvement, and facilitating effective change management.

ANIMAL CARE & SHELTER OPERATIONS

- Oversee staff to ensure animals receive consistent, high-quality care that supports their health and well-being, including proper nutrition, enrichment, exercise, veterinary care, and humane treatment.
- Provide direct support for animal care and shelter operations, including animal handling and cleaning, when necessary to support daily operations.
- Ensure a safe, healthy, and secure environment for all animals, staff, volunteers, and visitors.
- Promote a culture of compassionate, community-engaged care by supporting programs that improve animal welfare, strengthen the human-animal bond, and help pets remain with their families whenever appropriate.
- Oversee the adoption program to ensure a welcoming, efficient, and responsible adoption process while supporting positive outcomes for animals and adopters.
- Ensure accurate and complete animal records are maintained within PetPoint and other organizational systems in accordance with organizational policies and applicable regulations.
- Ensure compliance with applicable animal welfare laws, sheltering standards, and organizational policies related to animal care and shelter operations.
- Lead initiatives that increase adoptions, enhance animal care, encourage spaying and neutering, expand volunteer engagement, and support programs that help pets remain with their families whenever possible.
- Oversee all aspects of the adoption program, including adoption counseling, application review, adoption approvals, and finalization of adoptions, while assisting directly as needed.

FINANCIAL LEADERSHIP AND STEWARDSHIP

- Develop, implement, and adjust annual budgets to ensure the financial sustainability of the organization while meeting the needs of the animals in our care.
- Develop and maintain sound financial management practices, including preparing financial reports, budgets, and financial summaries; presenting budgets for Board approval; and monitoring expenditures to ensure compliance with approved budgets.
- Develop and monitor key performance indicators (KPIs) and other quantitative and qualitative measures to evaluate organizational performance and inform strategic decision-making.
- Exercise sound fiscal stewardship by managing costs and seeking opportunities to improve operational efficiency.

LEADERSHIP AND PERSONNEL MANAGEMENT

- Ensure efficient and effective daily operations while fostering a positive, collaborative workplace culture that encourages employee engagement, open communication, teamwork, and continuous improvement.
- Identify operational issues and resolve them within the scope of authority or elevate them to the Board of Directors, as appropriate.
- Prepare and present monthly and annual reports to the Board of Directors.
- Recommend policies, procedures, and operational improvements to the Board of Directors.
- Provide leadership and oversight for staff and volunteers, including recruitment, onboarding, training, supervision, performance management, and, when necessary, disciplinary action or separation.
- Ensure current job descriptions are maintained, regular performance evaluations are conducted, employee engagement and professional development are encouraged, and sound human resource practices comply with all applicable local, state, and federal laws.
- Provide leadership and supervision for staff and oversee the organization's volunteer program to ensure it effectively supports the mission and operational needs of ICHS.

DONOR DEVELOPMENT AND FUNDRAISING

- Develop, implement, and evaluate a comprehensive fundraising and donor development strategy that ensures the financial sustainability of ICHS.
- Provide leadership and oversight for all fundraising, development, and donor stewardship activities.
- Supervise and support development and fundraising staff and volunteers.
- Cultivate and strengthen relationships with major donors, planned giving prospects, corporate partners, and community supporters.
- Identify, research, and pursue grant opportunities, and oversee the preparation and submission of grant applications and reports.
- Oversee the planning and execution of fundraising campaigns, special events, direct mail appeals, and other development initiatives.

- Ensure accurate, complete, and confidential donor records are maintained in accordance with organizational policies and applicable regulations.
- Monitor fundraising performance and donor engagement, and recommend strategies to strengthen donor retention, stewardship.

COMMUNITY OUTREACH AND PUBLIC RELATIONS

- Oversee marketing, communications, and public relations activities that increase awareness of ICHS's mission, programs, services, and goals, while serving as the organization's primary spokesperson.
- Lead the development of marketing, public relations, and communications materials that increase awareness of ICHS, strengthen community engagement, and support fundraising and organizational goals.
- Lead the modernization and ongoing management of the organization's website to improve functionality, user experience, accessibility, and engagement.
- Manage the municipal stray animal contract program, including contract administration, municipal relationships, and compliance with contractual requirements.
- Ensure organizational compliance with Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) regulations and serve as the primary contact.
- Build and maintain collaborative relationships with local businesses, municipalities, civic organizations, animal welfare organizations, and nonprofit partners to advance the mission and strategic goals of ICHS.

REGULATORY COMPLIANCE AND EMERGENCY RESPONSE

- Ensure operational compliance with all applicable federal, state, county, and municipal laws, regulations, ordinances, licensing requirements, and contractual obligations.
- Ensure appropriate response and coordination for protective custody situations involving animals, including after-hours coordination with law enforcement, veterinarians, and partner agencies when necessary.
- Collaborate with Iowa County Emergency Management and other agencies to support emergency preparedness and response efforts involving animals.

SUPERVISORY RESPONSIBILITIES

This position provides leadership and direct supervision for direct reports, ensuring clear expectations, accountability, professional development, and a positive workplace culture. Responsibilities include hiring, onboarding, scheduling, coaching, performance evaluations, corrective action, and supporting employee growth and success.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated sound judgment, critical thinking, and effective problem-solving skills.
- Ability to make timely, informed decisions in both routine and emergency situations.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to clearly communicate policies, procedures, and expectations and ensure staff understanding.
- Ability to remain calm and exercise sound judgment during emergencies involving people or animals.
- Ability to recognize when emergency medical care is needed and provide basic first aid within the scope of training.
- Strong leadership, coaching, conflict resolution, and team-building skills.
- Ability to model professionalism, accountability, integrity, and the organization's values.

REQUIRED QUALIFICATIONS

- Knowledge of the Southwest Wisconsin region and the communities served by the Iowa County Humane Society.
- Reside within 30 minutes of the Iowa County Humane Society in Dodgeville, Wisconsin, or establish residency within that distance upon hire.
- Minimum of two years of leadership experience with responsibility for program management, personnel supervision, and fundraising, preferably in a nonprofit environment.
- Demonstrated ability to build collaborative relationships and engage effectively with community members, businesses, municipalities, and partner organizations.
- Proven leadership and strategic planning skills with the ability to effectively manage staff and oversee day-to-day operations.
- Demonstrated experience leading organizational improvements and fostering a culture of quality, team building, and continuous improvement.
- Experience using social media and digital communications to support marketing, fundraising, and community engagement.
- Excellent written, verbal, and presentation skills.

- Ability to work a flexible schedule, including occasional evenings, weekends, and after-hours responsibilities, as needed.
- Ability to maintain confidentiality and exercise discretion when handling sensitive information.
- Proficiency with computers and commonly used business software.
- Demonstrated ability to manage difficult situations professionally through effective communication, conflict resolution, and de-escalation techniques.
- Possess a valid driver's license and be legally authorized to work in the United States.
- Must pass background check.

PREFERRED QUALIFICATIONS

- Bachelor's Degree
- Experience developing, managing, and monitoring organizational budgets and financial performance.
- Demonstrated success in fundraising, including major gifts, grants, corporate sponsorships, annual giving, or special events.
- Ability to analyze financial and fundraising performance, interpret trends, and make strategic recommendations.
- Demonstrated success in grant writing and securing grant funding.
- Experience working effectively with and supporting a nonprofit Board of Directors.

WORK ENVIRONMENT

- Regular interaction with emotionally charged situations and individuals, requiring professionalism, sound judgment, and composure.
- Work is performed in both office and animal shelter environments and may include outdoor work in varying weather conditions, including wet, humid, hot, or cold environments.
- Routine interaction with animals that may be frightened, fractious, aggressive, sick, injured, or deceased
- Regular exposure to animal dander, cleaning and disinfecting chemicals, loud noise, and potential zoonotic diseases
- Requires the ability to manage a fast-paced, dynamic, work environment while adapting to changing priorities and responding to unexpected situations.
- May not be suitable for individuals with allergies or sensitivities to animals or animal-related environments.

HOW TO APPLY

Qualified candidates should submit a cover letter outlining their interest and qualifications, along with a resume and three professional references to **board@ichs.net**. The position will remain open until filled.

The Iowa County Humane Society is an Equal Opportunity Employer. We are committed to creating an inclusive workplace and encourage qualified candidates from all backgrounds to apply. Employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other status protected by applicable law.