

**Executive Director**  
**Iowa County Humane Society (ICHS)**  
**Job Description**

**Job Title: Executive Director**

**Reports to:** President of the Board of Directors

**SUMMARY**

The Executive Director (ED) will provide leadership across all operations and programs within the framework of policy and authority established by the Board of Directors, including hiring and management of staff, facilities, day-to-day operations, budgeting, training, purchasing, community outreach, marketing, fundraising, and supporting efforts to save all healthy and treatable dogs and cats.

The ED will also develop and maintain policies and procedures for all staff functions, ensure fiscal responsibility over budgeting in collaboration with the Board Treasurer; determine staffing needs; and maintain, develop and implement fundraising initiatives through donor reactions, social media, grants and events. Working closely with the Board of Directors, the ED will help to develop an overall strategy to achieve our long-term vision.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

**Programs**

- Create, revise, and implement comprehensive policies and procedures.
- Implement strategies that increase adoptions, improve animal care, encourage spaying and neutering, increase volunteer engagement and help pets stay with their loving caregivers when possible.
- Oversee staff in all aspects of adoption: adoption counseling; the review of adoption applications; and processing adoptions; stepping in to handle adoptions personally as needed.
- Ensure that accurate PetPoint software system records are kept for all animals sheltered.
- Oversee staff in their digital and paper record-keeping practices for animal tracking and veterinary care, adoptions, staff personnel files, budgetary accountability, donor records, volunteers, foster homes, rescue groups and all other functions. Maintain official records and documents.

**Animal Care**

- Oversee staff in their care of our animals, ensuring they are fed, watered, exercised, given enrichment, receive veterinary care and are given humane treatment.
- Provide hands-on care of animals and cleaning of the shelter, if needed.

**Strategic Planning and Budgeting**

- Work with the Board of Directors to develop a strategic plan.
- Establish, and adjust as needed, annual budgets that balance funds coming in and the needs of the animals.
- Develop and maintain sound financial practices, including the preparation of financial reports, budgets and summaries; submitting budgets for approval; and monitoring compliance of expenditures within approved budgetary constraints.

**Personnel and Supervision**

- Oversee the successful daily operation of the shelter. Ensure operations are smooth and efficient.
- Solve or report (as directed) problems to the board.
- Provide monthly and annual reports needed by the board.
- Make recommendations to the board regarding policies and procedures.
- Oversee staff and volunteers, including recruiting, on-boarding new people; and providing direction, management, training and, when necessary, the release of personnel.
- Ensure that job descriptions are maintained, that regular performance evaluations are conducted, that motivation systems are utilized, and that sound human resource practices are in place that abide by local, state and federal law.

**Fundraising**

- Create a comprehensive development plan and effectively execute it to ensure adequate resources for the work of ICHS. Oversee all development and fundraising staff.
- Organize and plan events to raise funds for the operation of ICHS.
- Research and apply for grants; create mailings for fundraising; implement plan giving; and cultivate major donors.
- Ensure accurate and complete donor records are kept.

### **Community Outreach and Public Relations**

- Oversee marketing and publicity for the organization's activities, programs, and goals. Be the voice of ICHS for the press, TV, public speaking requests etc.
- Create press releases, PR materials and actively seek out PR opportunities.
- Create informational materials, flyers, promotional materials etc.
- Manage the stray animal contract program.
- Promote and oversee ICHS volunteer opportunities.
- Be the point person for Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) inspections and compliance.
- Work with local businesses, community/civic organizations, and other animal welfare and nonprofit organizations to support the achievement of goals.

### **Enforcement and Laws**

- Oversee the Iowa County Humane Society. Provide 24/7 service for animal (big and small) neglect/abuse investigations, including follow ups, citations, court appearances, etc. Assist law-enforcement with animal related issues as needed.
- Assist County emergency management during county disasters involving animals.
- Understand and ensure operational compliance with current federal, state, county, and local laws, regulations and guidelines that affect operations.

### **SUPERVISORY RESPONSIBILITIES**

This position requires the supervision of the Kennel Supervisor, Accountant, Fundraising/Outreach Coordinator and the Customer Service Agent/Adoptions positions. The position also requires the evaluation, growth and development of those being supervised. The position includes outlining the responsibilities of the subordinate staff, scheduling, and disciplinary actions.

### **REASONING ABILITY**

Must have the ability to explain and interpret a vast array of information and verify that the subordinate staff comprehends instructions given whether written or verbal. Must be able to make decisions and take appropriate actions calmly in emergency and life-threatening situations. Must be able to determine when emergency medical care is needed and administer basic first aid when needed. Must manage the staff fairly, effectively and efficiently and be a model for what is expected from staff.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily:

- Considerable knowledge of animal welfare and animal shelter programs.
- Ability to prepare and maintain routine work records and digital shelter records.
- Ability to supervise the work of assigned subordinates.
- Ability to communicate effectively, both orally and in writing.
- Ability to work weekdays, weekends and holidays as needed.
- Must pass background check and drug screening.
- Dedication to the ICHS mission.
- Excellent verbal and written communication skills.
- Ability to maintain needed confidentiality.
- Computer and graphic skills.
- Capable of handling difficult people/situations with respect & calmness.
- Valid driver's license.

### **WORK ENVIRONMENT**

Candidates must have the ability to work with and around animals. This includes working with and around sick, injured and/or fractious animals; loud noises; disinfecting chemicals; and inclement weather. Allergic conditions that would be aggravated when handling or working with animals may be a disqualification.

### **EDUCATION and/or EXPERIENCE**

A minimum of 2 years' experience in animal shelter management.  
Bachelor's degree strongly preferred.

*Last Revised July 2022*