



STATEMENT OF QUALIFICATIONS AND DUTIES

EXECUTIVE DIRECTOR

Exempt

If you have a passion for lifesaving, a commitment to the No Kill philosophy, the resourcefulness to tap into the problem solving ability of staff and volunteers, and the ability to excite the community, we invite you to apply.

POSITION SUMMARY

The Executive Director of the Nevada Humane Society (“NHS”) is responsible for overseeing the organization's consistent achievement of its vision, mission and financial objectives. The Executive Director is also responsible for planning, organizing, and supervising all aspects of NHS operations and directing the development of a strategic plan for the promotion of animal care, and increasing community rates of lifesaving.

BACKGROUND



The Nevada Humane Society is a non-profit organization incorporated in 1932. It was originally created to address the horrible suffering of local stray animals, which were systematically rounded up and held in a giant pen “out in the country.” Through the tireless efforts of its founders, the City of Reno finally recognized the need for a higher standard — and the Nevada Humane Society was born.

The NHS ceased animal control work in the mid-1970s and began its growth toward the agency it is today. The NHS firmly believes that animals, domestic and wild alike, deserve compassion and are a vital part of the community whose needs

should be accommodated. The Society’s many programs and services are designed to address those needs—and to provide support, education, and assistance for all the people who care about them.

In February, 2006, the NHS moved into a new state-of-the-art facility which it shares with the city’s animal services program. Since starting operations in the new shelter, the NHS has seen the average number of animals adopted per day increase to nearly twice the previous rate.

The Nevada Humane Society is now in the process of launching a major No Kill initiative which includes a top-down review of operations, a commitment to the U.S. No Kill Declaration, and new leadership.

This is a unique opportunity to lead the No Kill effort in a community, work closely with a well-connected and committed Board of Directors, and a team of paid staff and volunteers, in a very civic minded and engaged community.

THE COMMUNITY

NHS is located in Reno, Nevada, “The Biggest Little City in the World.” A world-class tourist destination with a rich arts scene and year-round outdoor activities, Reno has something for everyone inside its 85 square miles (and a mere 45 minutes away from Lake Tahoe and some of the country’s best ski resorts.) There are plenty of outdoor recreation opportunities including golfing, hiking, biking, and boating, as well as casinos and other entertainment.



Reno rests at a comfortable 4,400 feet above sea level, and gets over 300 sunny days each year. Average Temperatures (in Fahrenheit):

	Avg HIGH	Avg LOW
January-March	51.0	24.7
April-June	73.2	40.1
July-September	87.0	47.4
October-December	56.0	26.5

RESPONSIBILITIES

The ideal candidate will have excellent management and supervisory skills and the ability to develop a cohesive and positive team, which will be customer-service and animal oriented. She or he will be a self-starter who is well organized, innovative, and professionally motivated to develop and implement the goals, objective, and policies for the agency. The ideal candidate will have exceptional interpersonal skills that can build bridges with the community and must be an effective communicator with the ability to speak to a variety of audiences. The ideal candidate will be firmly committed to the No Kill philosophy as identified in the U.S. No Kill Declaration. Although prior sheltering experience is not required, candidates who do have such experience must have a demonstrated record of lifesaving success.

Essential duties and job responsibilities include the following:

Humane Care and Shelter for Animals in Need

- Oversee the care provided for the animals that come under the protection of NHS and ensure their humane treatment.
- Implement short and long term strategies which responsibly reduce intakes, increase adoptions, improve animal care, provide behavior and medical rehabilitation, encourage spaying and neutering, and help pets stay with their responsible caretakers.
- Ensure responsible pet care through enforcement of animal cruelty laws.

Program Development and Administration

- Plan, organize, coordinate, review, evaluate, and direct the implementation of programs providing animal care services to the general public and other animal welfare agencies.
- Direct the administration of such programs including, but not limited to, shelter management, adoptions, fundraising, veterinary services, and animal welfare education.
- Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.

Communications

- Work with representatives of other animal welfare organizations, non-profit organizations, businesses and community groups to develop and implement collaborative programs and services, and to raise alternative sources of funding to aid in overall NHS goals.
- Provide assistance to the city's animal control shelter, community and volunteer groups, animal welfare organizations, and the general public.
- Oversee marketing and publicity for the organization's activities, programs, and goals.

Staff Management and Development

- Be responsible for overseeing the recruitment, employment, direction, management and release of all personnel, both paid staff and volunteers.
- Ensure that job descriptions are developed, 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.
- Maintain a climate which attracts, retains, and motivates a diverse staff of top quality people who support and promote the mission and goals of the agency.

Budget and Finance

- Be responsible for developing and maintaining sound financial practices.
- Prepare financial reports, budgets, and summaries, submit budgets for approval, and monitor compliance of expenditures within approved budgetary constraints.
- Oversee development and fundraising efforts.

Compliance with Laws, Regulations, Policies, and Guidelines

- Understand and implement operational compliance with current federal, state, county, and local laws, regulations, and guidelines that affect operations.
- Oversee record keeping practices for legally compliant adoptions, staff personnel files, budgetary accountability, and all other functions.
- Maintain official records and documents.

Perform related work as required.

TRAINING AND EXPERIENCE

NHS is looking for an innovative and dynamic individual who brings skills, enthusiasm, and accountability to animal care and control. It is not essential that the successful candidate have senior management experience of an animal shelter. NHS is looking for someone with specific and transferable skills (working in a team environment, leadership, financial control, management, bottom line results) that can be transferred to the shelter environment, such as found in other professions (business, law, veterinary medicine, public administration, public relations, etc.). However, candidates who do have prior sheltering experience must have a demonstrated record of lifesaving success and be committed to the No Kill philosophy.



I. EDUCATION:

A BS or BA is required in Business, Public Relations, Communications, Public Administration, Public Health, Veterinary or Animal Sciences, Law, or a related field.

2. EXPERIENCE:

A minimum of three years experience in a supervisory position with transferable skills such as business, law, veterinary medicine, communications, public administration or other related field.

3. PHYSICAL REQUIREMENTS:

Ability to work with and around animals including diseased, injured and/or vicious animals, loud noises, chlorine and other chemicals, inclement weather, and evening and weekend work. Allergic conditions which would be aggravated when handling or working with animals may be a disqualification.

4. LICENSES OR CERTIFICATES:

Possession of, or ability to obtain, a valid Nevada Driver's License and have a satisfactory driving record.

5. COMPASSION:

Affection for animals, concern for their welfare and a willingness to accommodate animals in the work place.

COMPENSATION

The salary range is \$70,000 to \$100,000 depending on experience. After a period of employment, the director is eligible for medical and dental insurance, a 401k plan, two weeks vacation, twelve paid holidays and sick leave.

NATURE OF EMPLOYMENT

The Executive Director reports to the President of the Board of Directors. It is an exempt position, which generally requires a minimum of 8 hours per day, 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 NHS that employment for this position is at will, which means that employment is for no specified term and the employee or the agency may terminate that employment at any time without cause. No job description can cover all facets of operations or the demands of the position. This is merely a guide. If you have any questions or concerns, please bring them to our attention.



Send one page cover letter and one page resume to: NHS Search Committee, c/o Nathan J. Winograd, No Kill Solutions, P.O. Box 74926, San Clemente, CA 92673. Open until filled. (October 24, 2006.)