

Erie Humane Society

Executive Director Job Description

Position: Executive Director

Reports To: The Board of Directors

Supervises: All Employees

Facilities: Erie Humane Society Shelter and Erie Humane Society Clinic

Employment Type: This is a full-time salaried position which sometimes require nights and weekend availability. It is a hands-on Executive Director position.

Compensation: \$85,000 - \$95, 000

Erie Humane Society

Our Mission: Rescue | Rehabilitate | Rehome

The Erie Humane Society is an independent, registered 501-c3 nonprofit, local animal shelter, operating under no-kill standards. We help orphaned, injured, and abused pets by focusing our efforts on rescuing, rehabilitating, and rehoming; keeping them safe, providing shelter, care and nutrition, and helping them lead happy, healthy lives.

Position Summary:

The Erie Humane Society (EHS) seeks a passionate and dynamic Executive Director to lead our organization. This vital role demands exceptional leadership, fostering a collaborative environment amongst staff, volunteers, and the Board of Directors (BOD). The Executive Director will oversee all aspects of the shelter's operations, including animal care, fundraising, community outreach, and strategic planning. Responsibilities encompass team leadership, financial management, developing and implementing organizational strategies, and serving as a key liaison between the BOD, staff, and the broader community to advance the Erie Humane Society's mission and ensure its continued success. Experience in nonprofit management, animal welfare, and fundraising is essential.

General Responsibilities:

The Executive Director serves as a key leadership figure, responsible for both the strategic direction and the day-to-day operations of the EHS organization. They are the vital link between the BOD and the organization's business and operational teams, ensuring alignment, efficiency, and the achievement of the organization's mission.

Strategic Leadership:

- **Strategic Planning & Development:** Collaborating closely with the BOD to develop and implement the organization's strategic plan, ensuring alignment with its mission and long-term goals. This includes setting strategic objectives, identifying key performance indicators, and allocating resources effectively.
- **Financial Stewardship:** Collaborating with the BOD to enhance the corporation's fiscal health. This encompasses budget management, financial forecasting, identifying funding opportunities, and ensuring financial stability and sustainability.
- **Mission Advancement:** Promoting the EHS's mission of the organization. This involves identifying and addressing EHS challenges, advocating for EHS best practices, and ensuring the organization's commitment to EHS is visible and effective.

Operational Management:

- **Policy Implementation:** Implementing operational policies determined by the BOD related to the general management and control of the EHS's day-to-day business. This requires effective delegation, oversight of departmental heads, and ensuring consistent adherence to established procedures.
- **Oversight of Departments/Functions:** Overseeing department managers crucial to the EHS function, potentially including safety, environmental compliance, health & wellness, risk management, etc.

- Performance Monitoring: Tracking key performance indicators to ensure operational efficiency and effectiveness, identifying areas needing improvement, and implementing corrective actions.

External Representation:

- Organization Spokesperson: Acting as the primary representative of the EHS organization to external stakeholders, including government agencies, industry partners, community groups, and the media. This requires strong communication and relationship-building skills.

The Executive Director leads all aspects of the EHS's operations, ensuring its financial stability, programmatic success, and community impact. This is a highly visible leadership role requiring strong financial acumen, fundraising expertise, community engagement skills, and exceptional staff management abilities. The ideal candidate will be a strategic thinker and a passionate advocate for the organization's mission.

Core Responsibilities & Operational Insights.

Organizational Leadership & Management:

- Staff Management: Oversee aspects of staff performance, including recruitment, hiring, training, performance evaluation, compensation, and discipline. Develop and implement staff development plans. Foster a positive and productive work environment.
- Board Relations: Prepare and present regular reports to the BOD on all aspects of the organization's operations, financial performance, and program achievements. Actively engage the BOD in strategic planning and fundraising initiatives.
- Regulatory Compliance: Maintain all necessary licenses, permits, and certifications required for the organization's operation. Ensure compliance with all applicable federal, state, and local regulations.

Fiscal Management & Resource Development:

- Budgeting & Financial Reporting: Develop and manage the annual budget, ensuring fiscal responsibility and compliance with all regulations. Prepare regular financial reports for the BOD and other stakeholders.
- Fundraising & Donor Relations: Lead the organization's fundraising efforts, including identifying, cultivating, soliciting, and stewarding donors. Manage the donor database, track donations, and issue timely acknowledgements. Plan, organize, and execute fundraising events. Collaborate with the Marketing Manager on content creation and social media engagement. Develop and submit grant proposals.
- Resource Development: Explore and secure diverse funding sources beyond traditional donations, including grants, sponsorships, and corporate partnerships.

Programmatic Oversight & Strategic Planning:

- Program Development & Implementation: Oversee the development, implementation, and evaluation of programs aligned with the organization's mission.
- Strategic Planning: Collaborate with the BOD to develop and implement the organization's strategic plan, setting long-term goals and objectives.

Community Engagement & Outreach:

- Community Relations: Represent the organization in the community, building strong relationships with stakeholders, partners, and the media.

Duties/Responsibilities Clustered by Function.

Strategic Leadership & Planning:

- Planning and directing organizational operations: Overall responsibility for the organization's daily functioning and long-term vision.
- Implementing and measuring strategic plan: Putting the organization's strategic plan into action and tracking its success.
- Communicating frequently with board members regarding goals and issues: Maintaining strong communication with the governing board, keeping them informed and seeking guidance.
- Growing a media presence to increase awareness of the organization: Developing and executing a communications strategy to enhance the organization's public profile.

Operational Management:

- Supervise daily activities: Overseeing the day-to-day operations of the organization.

- Retain staff and cultivate a positive organizational culture: Building and maintaining a strong and engaged team.
- Reviewing and approving contracts: Ensuring that all contracts align with organizational goals and legal requirements.

Financial Management:

- Managing fundraising efforts: Developing and overseeing fundraising strategies to secure funding for the organization.
- Manage cash flow and assisting with budget planning: Ensuring the financial stability of the organization through careful management of resources and budget development.

Qualifications:

- Education: Bachelor's degree required; master's degree preferred. Acceptable majors include Non-profit Management, Business Administration, Animal Science or a related field.
- Experience: 5+ years of progressive professional experience, with a minimum of 3-5 years specifically in development (fundraising, marketing, grant writing). Significant managerial experience in a non-profit setting is crucial.

Essential Skills and Abilities:

- Management & Leadership: Excellent leadership, team management, and supervisory skills. Ability to motivate, mentor, and collaborate effectively with staff, volunteers, and BOD members. Experience in organizational management, strategic planning (short and long-term), and human resource functions. Direct oversight of administrative and operational managers. Delegation of authority and responsibilities to department managers to ensure efficient and cost-effective shelter and clinic operations. Responsible for all internal and external communications; preparation of monthly and annual reports. Oversee all staffing and human resource needs (employees and volunteers).
- Fundraising & Finance: Proven success in securing grants and sponsorships. Strong budgeting, financial management, and fiscal oversight experience. Demonstrated ability to cultivate and manage donor relationships. Understanding of building and grounds maintenance basics. Assistance with all fundraising activities and attendance at related events.
- Animal Welfare Expertise: Working knowledge of companion animal care, animal welfare issues, and relevant local laws and regulations. A clear passion for animal welfare is essential.
- Marketing & Communications: Excellent written and verbal communication skills. Ability to present effectively in public and on camera. Experience in developing and implementing marketing and public relations strategies. Strong interpersonal and relationship-building skills; ability to be the "public face" of the organization. Coordination of all media advertising related to animal adoptions, clinics, programs, and public relations for the EHS.
- Program Development: Experience in developing and implementing innovative programs to increase adoptions, promote spay/neuter initiatives, and establish the organization as a leader in humane education within the region.
- Volunteer Program: Management and oversight of the volunteer program.
- Community Engagement: Strong ties to the Erie community, with a deep understanding of local resources and networks. Ability to cultivate and work with volunteers.
- Facility Management: Maintaining the physical and security needs of the property. Developing and implementing preventative and required maintenance for facility equipment, buildings, and grounds. Ensuring a clean working environment.
- High ethical standards, ability to receive and act on constructive feedback, strong organizational skills, proficiency in multitasking and staying organized.

The Erie Humane Society seeks a dynamic and experienced Executive Director to lead our organization to continued success. We offer a competitive compensation package including health benefits (medical, dental, vision), paid time off, and holidays.

To be considered, please submit your resume and cover letter to the Board of Directors at board@eriehumanesociety.org with "Executive Director Application" in the subject line by July 22, 2025.