



## *Humane Society of Goodhue County*

1213 Brick Avenue, Red Wing, MN 55066

Phone: 651-388-5286, Fax: 651-388-2999, Web: [www.hsgcpets.org](http://www.hsgcpets.org)

# **Job Description Shelter Director**

### **DEFINITION**

The Director serves as the chief operating and financial officer of the Goodhue County Humane Society. The director is directly responsible for organizational development and fundraising, administrative operations, community/public relations, board relations and financial management. The Director reports to the Board of Directors and is responsible to them for day-to-day decision-making. This is a part-time (30 hours/week) position.

### **DUTIES**

#### **Administrative**

- Ensure compliance with local, state, and federal laws and regulations.
- Plan, implement, and evaluate strategic goals and objectives.
- Hire, evaluate, and supervise Shelter Manager and Assistant Shelter Manager.
- Develop and maintain positive work environment and foster effective teamwork among staff members.

#### **Financial Management**

- Oversee the fiscal affairs of the organization to assure that assets are properly preserved and utilized and that adequate control and reporting procedures are in place.
- Prepare and direct the budget and financial control program, as approved by the Board of Directors.
- Oversee preparation of monthly and quarterly financial statements, for review and action by the Board of Directors.

#### **Fundraising and Development**

- Enhance the organization's fundraising and development capability through annual campaigns, special events, capital campaign programs, cultivation of potential donors, bequests, and special events coordinated with Board efforts.
- Collaborate with Board of Directors on events and campaign planning and implementation.
- Research grant opportunities and submit applications as appropriate.

#### **Animal Shelter**

- Supervise and support the Shelter Manager to ensure that daily operations of the shelter are operating effectively and efficiently, including but not limited to, intake, adoptions and placement, and care and feeding of the animals.

- Serve as a liaison between shelter staff and the Board of Directors including the implementation of the strategic plan.

#### Board Relations

- Prepare and develop oral and written reports for the Board of Directors regarding organizational operations and make recommendations for change or improvement to operations.
- Serve as liaison between Board of Directors, management and support staff, and volunteers.

#### Community/Public Relations

- Enhance organization's exposure to community and continually expand community awareness of program services and value to the community.
- Maintain effective relationships with a number of key constituents and community stakeholders including veterinarians, community leaders, towns, and community organizations.
- Promote and maintain a favorable image in the community at large through effective public relations at all levels and by responding to the community's needs through educational and other outreach programs.

#### **QUALIFICATIONS**

- Administrative and/or managerial experience preferred.
- Demonstrated communications written and oral skills.
- Ability to prepare financial reports, statements, and related documents.
- Proven skills in personnel management and organizational leadership.