



Heartland Humane shelter & care

Job announcement

Executive Director

September 2023

To Apply: Please email your resume and cover letter to ben@heartlandhumane.org with “Executive Director Application” in the subject line. Position will remain open until filled, with application review to begin on October 9, 2023. Heartland Humane Shelter & Care is an equal opportunity employer. Applications for employment will be considered without regard to race, color, national or ethnic origin, religion, gender, gender identity, sexual orientation, marital status, age, disability, and any other characteristic protected by applicable law.

Heartland Humane Shelter & Care is a local non-profit animal welfare organization working to make Benton County Oregon a safe and healthy place for every pet, and for the people who love them. Founded in 1966, *our mission is to build a more compassionate community by teaching humane messages to our youth, caring for homeless animals, and strengthening the human-animal bond.*

Our doors are always open to pets in need. Our location-based animal shelter serves the pets and families of Benton County and Corvallis with animal welfare programs and humane education. We will never turn away a Benton County pet in need because of poor health, age, breed, or temperament.

Our Programs Include

- Running an **open-door animal shelter** where we serve nearly 2,000 animals each year.
- **Stray pet lost and found services** (services based on independent, and city and county contracts)
- **Low-cost adoptions** and partnering with a network of animal welfare agencies to save more lives
- **Humane Education** for the community with tours, presentations, and classes on humane topics, animal husbandry, training, and behavior with the goal of keeping animals in their homes and promoting the human-animal bond.
- Services for low-income pet owners such as a **Pet Food Pantry** and yearly low-cost spay/neuter and microchip clinics.
- A **Safe Housing Program** for people in crisis in partnership with local human-services organizations.
- **Volunteer** programs to enhance the lives of our animals and provide job skills training to youth and adults with disabilities
- **Heartland Humane Thrift Shop** generates 25-30% of Heartland Humane's annual budget, selling donated items as well as keeping useful goods out of landfills. Our thrift store is largely staffed by volunteers.

Heartland's Vision Statement

To serve our humane commitment to the animals of Benton County by operating an open-door shelter and caring for homeless animals; providing education and enrichment programs to promote healthy human-animal bonds; offering access to low-cost services to those in need, with an emphasis on developing progressive outreach programs; setting a high standard of animal care and husbandry; supporting opportunities for clinical education; and enhancing our funding resources to continue expanding these efforts.

Heartland Board of Directors

Jesse Freeby, President

Marilyn Barclay, President-Elect

John Mentler II, Treasurer

Michelle Barnhart, Secretary

Stephanie Blackwell

Sheena Christensen

Trudy Overlin

Tiffany Shirley

Alan Underkofler

Cathy Wilkins

Ed Fulford

Michael Cross

More information

For more information about Heartland Humane Shelter & Care, see <https://heartlandhumane.org/>.

To learn about the community this position is located in, see <https://www.visitcorvallis.com/>.

The Opportunity

The Heartland Humane Shelter & Care is seeking a full-time (40 hours per week) onsite Executive Director to lead the not-for-profit organization into the future. The Executive Director is responsible for the overall operations and effectiveness of Heartland Humane Shelter & Care. This person ensures that the resources available to the organization are effectively managed towards the attainment of the organization's goals, objectives and mission. The organization is financially stable, has a dedicated and experienced staff and enjoys a strong base of support from the community. The board and stakeholders are in the planning stages of a capital campaign for a new facility and the new executive director will be a key member of that team.

Hours and Compensation

This position is onsite and full-time salaried exempt. The typical work week is Monday through Friday from 8:00 a.m. to 5:00 p.m., with some evening and weekend hours required. The shelter is staffed seven days a week. Compensation commensurate with experience starting at \$85,000. Benefits include medical/dental coverage, a paid time off program, retirement plan, and organizational value of work/life balance with flexibility.

Position Description

Job Title: Executive Director

Department: Senior management/administration

Reports to: Board of Directors

Effective Date: 9/18/23

Job Summary:

The Executive Director is responsible for the overall management of Heartland Humane Shelter & Care, including directing the administrative, financial, managerial, development and supervisory activities as well as meeting the overall vision, mission, policies and goals of Heartland. Serving as the key spokesperson and visible community leader of Heartland, the Executive Director will have the opportunity to influence a dynamic community-based organization. The Executive Director will also provide strategic leadership and direction for Heartland including working with the Board of Directors to establish long-range goals and strategies, engage in a capital campaign to fund and build a new facility, oversee financial planning and establish policies and practices ensuring the long-term sustainability and success of Heartland.

Key Partners:

- 1) This position reports to the Heartland Board of Directors ensuring an efficient and thriving operation that exudes a culture of compassionate care in a rewarding work environment
- 2) Community leadership with service organizations and key local public/private sector connections
- 3) Animal welfare and related commercial industry leaders on a national, regional and local basis
- 4) A community constituency and donor base dependent on Heartland's role for high quality and compassionate animal welfare

Supervisory Responsibilities:

- 1) All Heartland senior management and overall operations (shelter and thrift shop) personnel toward directing the administrative, financial, managerial, development and supervisory activities as well as meeting the overall vision, mission, policies and goals

Duties/Responsibilities:

- 1) Oversee day-to-day operations and activities of management personnel and Heartland staff, ensuring humane and appropriate treatment of animals, quality care and adoption services
- 2) Establish and maintain relationships with major donors, community leaders, civic organizations, government officials, Animal Control, media and other key stakeholders

- 3) Increase the organization's revenue through innovative and effective fundraising practices such as grant writing, events and donor development in coordination with the Director of Development. Implement and adhere to an annual fundraising plan that will address the immediate and long-term financial needs and goals for Heartland
- 4) Negotiate contracts and other business matters for approval by the Board of Directors
- 5) 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
- 6) Ensure compliance with organizational policies and procedures and applicable state and federal law, including safety, licenses and permits
- 7) Prepare and manage an annual budget and operate Heartland within the limits of the total approved budget and build on the financial basis for future growth and sustainability
- 8) Establish systems infrastructure to support efficient operations, access to data and future growth
- 9) Working with the senior management team, develop and maintain a shared vision for Heartland, building an organizational culture around the mission, developing appropriate goals and strategies to advance that mission and support the staff
- 10) Lead planning and implementation process for capital campaign and construction of new facility
- 11) Exhibit a professional demeanor, be outgoing and comfortable in a variety of social situations such as fundraising events, public relations and media events, community organization meetings and other events where the Executive Director represents Heartland
- 12) Other duties and responsibilities as assigned

Knowledge, Skills and Abilities:

- *Leadership:* Inspires, motivates and guides others toward accomplishing goals. Achieves desired results through effective people management
- *Conflict resolution:* Influences others to build consensus and gain cooperation. Proactively resolves conflicts in a positive and constructive manner
- *Critical thinking:* Identifies complex problems. Involves key parties, gathers pertinent data and considers various options in the decision-making process. Develops, evaluates and implements effective solutions
- *Communications and team building:* Leads diverse groups effectively with excellent verbal and written communication. Delegates and initiates/manages cross-functional teams
- *Creative and entrepreneurial skills:* Ability to initiate new and innovative ideas to apply to fundraising efforts while exhibiting sound judgment and conducting oneself with integrity
- *Computer and Technical:* Knowledge of common office productivity software

Education and Experience:

- Bachelor's degree with at least five years of administrative or supervisory experience.
- Experience or training in fundraising concepts/principles, communications/public relations, problem-solving, budget management and working with a Board of Directors is critical.
- Proven track record of building and maintaining long-term relationships to support increased stakeholder participation and major gift acquisition in a comparable organization to Heartland
- Experience in developing and maintaining a culture of openness, integrity, and employee engagement
- Education and experience equivalencies will be considered
- Passion for and belief in the daily operations and work around the Heartland mission and vision
- Track record in developing and maintaining an organizational culture with a commitment to Diversity, Equity, Inclusion and Justice.

Preferred:

Education/experience/background with an animal care organization

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer
- Excellent communication skills, both oral and written
- Effective vision/hearing abilities required to fulfill appropriate and effective communication needs
- Must be able to lift and/or move up to 15 pounds at times
- Must possess a valid driver's license
- Must be able to travel in varying modes of transportation as periodic travel to is vital to accommodate organization events, functions and visits
- Noise and odor levels in the work environment are usually moderate
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential position functions

What will help your candidacy stand out:

- Dynamic, energetic and experienced leader with a track record of innovative and inclusive leadership
- Demonstrated accomplishments in animal care or an equivalent industry, personnel management, and financial oversight are desired
- Exhibit unwavering commitment to the mission, values, goals, and success of Heartland Humane Shelter & Care
- The ability to make decisions that uphold the organization's commitment to the long-term benefit of animals and the human animal bond is essential
- Personnel management skills that include an ability to work collaboratively, listen, have a positive attitude, provide direct feedback, build morale, delegate, and make tough decisions.
- Possesses management acumen, strong analytical skills as well as the ability to assess and maintain policies and procedures for building programs and delivering results.
- Known for being a self-starter and a strategic thinker with an entrepreneurial spirit, a strong work ethic, and a big heart.

To Apply: Please email your resume and cover letter to ben@heartlandhumane.org with "Executive Director Application" in the subject line. Position will remain open until filled, with application review to begin on October 2, 2023. Heartland Humane Shelter & Care is an equal opportunity employer. Applications for employment will be considered without regard to race, color, national or ethnic origin, religion, gender, gender identity, sexual orientation, marital status, age, disability, and any other characteristic protected by applicable law.