

Position Vacancy: Humane Society Executive Director
Moultrie – Colquitt County Humane Society

Salary: \$60,000

Starting Date: September 1st, 2022, is preferred but can be negotiated.

Education and Experience:

- Associate or Bachelor degree is preferred.
- Prior management-level experience is required.
- Experience with non-profit agencies is preferred.
- A valid driver's license is required.

Purpose of Position - To plan, organize, manage, and lead all aspects of operations of the Moultrie – Colquitt County Humane Society (MCCHS) as established by the Board of Directors in accordance with all policies and bylaws.

Position Summary – The Director serves as a dynamic liaison between the Board of Directors, the community and employees. The Director will be expected to uphold the mission of the Society and promote its goals, advising the Board of Directors in making decisions for the best interest of the organization. The Director should have leadership experience, excellent communication skills, be highly motivated, self-driven, forward-thinking and resourceful.

Principal Duties

- Develop and implement goals, policies, procedures, and programs consistent with industry standards and best practices.
- Ensure industry *Standard of Care* for an animal shelter and follow state requirements.
- Ensure shelter activities follow terms and conditions of animal control contracts with local municipalities.
- Maintain and present monthly reports for State Records, County/City monthly board meetings and the MCCHS board meetings.
- Manage daily operations, staff, and financial obligations.
- Establish and manage an annual budget, increasing revenue through fundraising and controlling expenses to stay within budget.
- Hire, supervise, evaluate, promote, discipline, and terminate staff.
- Prepare worker assignments and schedules.
- Manage euthanasia in the humane treatment of animals.
- Ensure all record-keeping requirements are kept up to date.
- Regularly inspect shelter property for needed repairs and maintenance and secure contractors as necessary to maintain buildings and grounds.
- Maintain a working relationship with local veterinarians.

Develop, plan, implement and measure the success of innovative strategies for:

- Animal Rescue
- Foster
- Grant Writing
- Volunteers
- Community Outreach

Fundraising

Dedicate up to 25% of administrative time to fundraising, with the ability to work irregular hours for events and projects.

- Establishing and managing a robust, diverse fundraising plan with tiered individual and corporate gifts, a maximum of 2-3 annual events, and donor recognition.
- Building and maintaining a donor database.
- Successfully reaching fundraising goals.
- Coordinating fundraising volunteers.
- Applying for local, regional and national grants.

Physical Demands and Work Environment:

- Work in an environment of smell and noise that is consistent with a large population of dogs and cats in a defined space.
- Handle animals that are sick or injured, frightened or dangerous who may display unpredictable behavior.
- Manage the mental and emotional stress that may accompany the euthanasia of an animal.
- Able to stand for long periods of time, climb, balance, stoop, kneel, crouch and crawl to inspect shelter enclosures and animals that might be in need of assistance.
- Maintain a basic knowledge and understanding of all animals that reside inside the shelter.
- Able to interact with all the animals in a positive manner.
- Able to work during inclement weather.

A letter of application and current resume can be sent to:

Dr. Maureen A. Yearta, Chairman
MCCHS Board of Directors
PO Box 2915
Moultrie, GA 31776