

Riverside Humane Society
Pet Adoption Center
6165 Industrial Ave.
Riverside, CA 92504
951.688.4340

Executive Director
Job Description
(Revised 5/08)

POSITION TITLE:	Executive Director
ACCOUNTABILITY:	Board of Directors
FUNCTION:	<p>Serves as the agency's Executive Director and ensures the continued evolution of RHSPAC into a fully developed, well-financed adoption center dedicated to its mission to eliminate the suffering of homeless cats and dogs by providing humane care for pets in transition, facilitating adoption to good homes, supporting pet overpopulation education, and supporting sterilization of companion animals. Primary goals are to:</p> <ul style="list-style-type: none">• Develop and execute a strategic plan• Strengthen the infrastructure and environment• Increase visibility, awareness and correct perception• Continuance of Capital Campaign• Enhance board/staff interaction

Position Summary

The Executive Director will develop and maintain effective working relationships with the committed, long-term management, staff and volunteers; he/she will evaluate, plan, and expand all operational aspects of the organization and is the principal representative for fundraising and public relations for internal and external promotional activities. Reports to the Board of Directors and directly to the Board President. Direct reports are Operations Manager, Finance, Fund Development and Administrative Staff.

Representative Tasks & Major Responsibilities

1. Is responsible for the development and oversight of all facility departments and programs. Insure all animal care programs are administered humanely. Oversees the hiring, supervising, evaluating, disciplining, training, development and termination of all Adoption Center personnel. Ensures the implementation of personnel training programs that help staff accomplish their goals and maintain a working environment that attracts and retains quality people.
2. Is responsible for preparation of the operating budgets and accountable for all expenditures.

3. Program management knowledge and experience to include experience in business management practice, basic statistical methods, knowledge of and/or experience in contract negotiations and writing and fundraising techniques. Skill in strategic planning.
4. Budgeting and financial knowledge and experience to include basic investment practices and basic accounting procedures.
5. Strong interpersonal relationship skills to include building alliances with community organizations and agencies, establishing and maintaining relationships with patrons, foundations and local businesses and ability to supervise staff.
6. Business savvy, action-oriented visionary who implements best practices and continually strives for improvement; confirmed achiever with a history of successfully positioning and organization for growth.
7. Creative and effective fundraiser with a successful track record of executing a fundraising strategy and the capacity to garner significant resources; develops relationships with multiple constituencies and motivates prospective donors to give generously.
8. Strong leadership skills with a hand-on collaborative management style; develops internal partnerships with other senior managers; consensus builder; team player.
9. Proven experience in working with not-for-profit boards to elicit active involvement; encourages board and staff members to work together to accomplish shared goals; provides sufficient and accurate information needed for the board to make timely and wise decisions.
10. Ensures the agency is in compliance with all appropriate federal, state, city and county governing laws.
11. Meets with civic groups, schools, special interest groups and the media regarding RHS programs and activities, and to educate the public about animal welfare concerns.