



Job Description

Job Title: President/CEO

Supervisor: Executive Committee of the Auburn Valley Humane Society Board of Directors

Classification: Full Time/Salary/Exempt/Full Benefits/Additional Benefits

Pay Rate: Annual Salary \$85,000 - \$165,000

Physical Demands: Individuals will frequently be required to speak publicly; stand, walk or sit for extended periods of time, hear sufficiently; reach, bend or stoop, regularly lift and carry up to 40 pounds

Occupational Disclaimer: This position works daily in an animal shelter. This position will come in direct contact with animals and will be exposed to animal related smells and sounds

Minimum Qualifications:

- ✓ Must have BA,BS or MA Degree in related field or equivalent related work experience
- ✓ Must have 5 years non profit leadership experience
- ✓ Must have 5 years supervisory and management experience
- ✓ Must have advanced human resources experience
- ✓ Must have advanced public speaking skills
- ✓ Must have advanced written and oral skills
- ✓ Must have advanced computer skills
- ✓ Must have advanced purchasing skills
- ✓ Must have advanced accounting skills
- ✓ Must demonstrate professionalism, courtesy, tact and sound judgment
- ✓ Must have a valid and clean Washington State driver's license and current automobile insurance
- ✓ Must be able to pass an employment background check and drug screening

Specific Duties:

- ❖ To establish and maintain all organizational policies and procedures, as well as, learn and follow the city, county and state requirements in regards to nonprofit organizations
- ❖ To establish and maintain effective and cooperative working relationships with AVHS staff members
- ❖ To promote a positive image of the Society through positive public relations
- ❖ To direct the Society's Humane and Business activities in accordance to the Society's policies
- ❖ To oversee the day-to-day administration of all the departments of the Society
- ❖ To propose to the Board of Directors organizational goals and long-term objectives on an ongoing basis
- ❖ To promote and maintain liaisons with the community and the Society's members, city, county, state officials, and professional organizations
- ❖ To recruit, hire and manage performance of all staff
- ❖ To oversee the establishment and maintaining of ongoing staff and volunteer training and safety programs.
- ❖ To oversee the development and implementation of membership and fund raising programs
- ❖ To attend and report monthly to the board of Directors and to the Committees of the Board, in regards to the organizational activities, progress and problems
- ❖ To take appropriate action and provide follow up reports to the Board of Directors on issues referred to the Board of Directors
- ❖ To annually review and update all programs, policies and procedures
- ❖ To develop and implement annual departmental business plan, budgets and annual report
- ❖ To review weekly AP, AR and payroll
- ❖ To review monthly financial statements
- ❖ To prepare monthly departmental report and information packet for the Board of Directors
- ❖ To attend Society fund raising events as needed
- ❖ To respond to emergency calls while off duty
- ❖ Other duties as assigned by the Executive Committee of the Board of Directors

~Auburn Valley Humane Society Vision Statement~

To be a model of excellence in the advancement of animal welfare.

~Auburn Valley Humane Society Mission Statement~

The Auburn Valley Humane Society enriches the lives of companion animals and people through animal sheltering, programs, services and community engagement.