

## **Nevada Humane Society Chief Executive Officer**



This is a unique opportunity to lead one of northern Nevada's largest and premier non-profit organizations and our mission to care for pets, find them homes and save lives. You will work closely with a well-connected and committed Board of Directors, a skilled and experienced large team of staff, and a dedicated group of volunteers in a very civic-minded and engaged community.

If you have a track record of successful leadership we invite you to apply for the role of Chief Executive Officer (CEO) of Nevada Humane Society (NHS). Animal welfare or shelter experience is NOT required.

### **Qualifications and Duties**

The CEO of NHS is responsible for overseeing the organization's consistent achievement of its vision, mission, and financial objectives. The CEO is responsible for planning, organizing, and supervising all aspects of NHS operations (including two locations in Reno and Carson City, Nevada), directing the development and implementation of a strategic plan for the long-term growth and success of the agency, and ensuring sustainable financial stability.

The ideal candidate for the CEO of NHS will have:

- Substantial experience that includes demonstrated past successes in leadership and fundraising.
- Strong knowledge of the northern Nevada community.
- Passion for pets and the mission of NHS.

Important areas of demonstrated past experiences and skills include:

- Leadership of organizations in the non-profit or for-profit business sector with demonstrated success in establishing and achieving goals
- Fundraising experience
- Community engagement and donor relations
- Effectively working with boards of directors
- Community and government relations experience that demonstrated success in interfacing with officials, government bodies, and citizens within different communities
- Excellent communication skills; able to speak to a variety of audiences
- Strong organizational skills that ensure smooth operations
- Management experience both with staff and budgets of equivalent size and complexity
- Desire and ability to absorb and apply new information including a solid commitment to keeping up with the latest industry best practices

Successful candidates must be willing to:

- Make a minimum three-year commitment to NHS
- Relocate to or live in the Reno, Nevada, area

### **Responsibilities**

- Budget and Finance: Developing and maintaining sound financial practices including the preparation of financial reports, budgets, and summaries, submitting budgets for approval, and monitoring compliance of expenditures within approved budgetary constraints.
- Fundraising and Donor Relations: Putting into place and maintaining successful and sustainable giving programs and events and actively developing and enhancing relationships with donors.
- Staff Management and Development: NHS currently employs over 109 people. Maintaining a climate which attracts, retains, and motivates a diverse staff of top quality employees. Overseeing human resources (both paid staff and volunteers) including recruitment, employment, direction, management, and release of all personnel. Ensuring that job descriptions are maintained, that regular performance evaluations are conducted, that motivation systems are utilized, and that sound human resource practices are in place that abide by local, state, and federal law.
- Community and Government Relations: Working with government agencies, officials, and staff in the two communities where NHS has a strong presence (Washoe County including the cities of Reno and Sparks and Carson City, Nevada). Managing and negotiating contracts. Working with the Nevada State Legislature on animal-related legislation.
- Compliance with Laws, Regulations, Policies, and Guidelines: Understanding and ensuring operational compliance with current federal, state, county, and local laws, regulations, and guidelines that affect operations. Overseeing record-keeping practices for legally compliant animal tracking and veterinary care, adoptions, staff personnel files, budgetary accountability, and all other functions. Maintain official records and documents.
- Strategic Plan Implementation and Execution: Creating a comprehensive development plan to advance NHS's strategic plan and key initiatives and effectively executing it to ensure adequate resources for the work of NHS.
- Animal Care Standards: Overseeing the care for all animals that come under the protection of NHS and ensuring their humane treatment. This includes implementing short- and long-term strategies which responsibly reduce admissions, increase adoptions, improve animal care, provide enrichment and medical rehabilitation, encourage spaying and neutering, help pets stay with their responsible caregivers, and enforce animal cruelty laws. This comes with the assistance of a COO.
- Program Development: The planning, execution, and evaluation of programs providing animal care services to the general public and other animal welfare agencies as well as adoptions, outreach, and animal welfare education. Assuring that the organization has a long-range strategy which achieves its mission and toward which the programs make consistent and timely progress.
- Communications: Overseeing marketing and publicity for the organization's activities, programs, and goals. Working with local businesses, community groups, other animal welfare and non-profit organizations, the news media and the general public to convey the mission and work of NHS and to develop and implement collaborative programs and services, and raise alternative sources of funding to aid in overall NHS goals.

### **Requirements**

- Education: Bachelor's degree is strongly preferred.
- Experience: Minimum of five years experience in a senior leadership position with strong and transferrable skills.
- Location: Residence in or relocation to the Reno/Sparks area of Nevada.

- Ability to work with and around animals: This includes working with and around diseased, injured and/or fractious animals, loud noises, chlorine and other chemicals, and inclement weather. Allergic conditions which would be aggravated when handling or working with animals may be a disqualification.
- Time commitment: A minimum commitment of three years to Nevada Humane Society
- Valid Nevada driver's license: Attaining (or possession of) a valid Nevada Driver's License within 20 days of start of employment is a requirement for continued employment and will be verified. Maintaining a satisfactory driving record and valid Nevada driver's license are an ongoing condition of employment.

### **Nature of Employment**

The CEO reports to the President of the Board of Directors. It is an exempt position, which requires a minimum of 8 hours per day, 40 hours per week and may include weekend, night and holiday work. There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of NHS that employment for this position is at will, which means that employment is for no specified term and the employee or the agency may terminate that employment at any time without cause.

### **Compensation**

The salary range is \$100,000 to \$130,000 with the opportunity for performance bonuses based on results. Starting salary dependent upon experience. Benefits, including relocation costs if needed, are negotiable.

### **How to Apply**

E-mail your one-page cover letter and resume to: NHS's Board President, Tierra Bonaldi [tierra@theimpetusagency.com](mailto:tierra@theimpetusagency.com). Acknowledgement will be e-mailed upon receipt of your cover letter and resume.

**Closing date:** Applications will be reviewed as they are received. **Applications received after November 21<sup>st</sup> will not be considered.**

### **About NHS**

Nevada Humane Society (NHS) is a charitable, non-profit organization and the only open-admission, no-kill shelter in the state of Nevada. Incorporated in 1932, it was originally created to address the suffering of local stray animals. In 2007, our Board of Directors changed the mission of the organization to one of lifesaving, promoting animal welfare while finding homes and providing care for homeless pets in Northern Nevada. In 2014, NHS expanded to include Carson City. In October 2016, we moved into a brand new shelter in Carson City, which will increase the number of lives saved in Northern Nevada. It's an exciting time for homeless pets and animal lovers, as more than 90,000 animals have been placed into loving homes since our lifesaving mission began in 2007, and we are only continuing to grow.

We accomplish our lifesaving by providing quality care and finding homes for homeless pets while offering a variety of programs to benefit the public and animals. We are dependent upon donations and do not receive funding from government agencies or national animal welfare groups.

Thanks to the amazing support of the community and the hard work of our Board of Directors, dedicated staff, volunteers and partners, we have achieved dramatic results. In 2012, Washoe County

was highlighted by Maddie's Fund, honored with the Community Lifesaving Award and named one of the safest communities in the country for homeless pets, with a 95% lifesaving rate.

It is important to understand that though we pride ourselves on lifesaving, there are times when we do need to euthanize animals. NHS makes euthanasia decisions based on medical prognosis (probability of recovery with reasonable quality of life). Additionally, if a dog likely poses a risk to public safety (the dog is a danger to other animals or humans), he or she may be euthanized. These decisions are not made lightly and involve a team of managers, so it is never the decision of just one person.

NHS is proud to be engaged at the cutting edge of animal welfare. We are recognized as a leader in animal sheltering and stewardship and are considered a national model, educating shelters everywhere on lifesaving practices. NHS is a charitable, 501(c)3, non-profit organization.