



**Job Description**  
**Executive Director**

**Job Title:** Executive Director

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

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

**Pay Rate:** Annual Salary \$58,000 - \$65,000

**Work Schedule:** Monday - Friday 830-530 - as needed on Saturday and Sunday

**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 bookkeeping 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 assist in publishing of a quarterly newsletter.
- ❖ 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 Mission Statement*

*The Auburn Valley Humane Society is dedicated to providing shelter, quality care and love for all the lost, mistreated and abandoned animals in Auburn. AVHS utilizes all available resources to ensure each animal is placed into a loving and forever home and promotes responsible pet ownership through education and outreach.*