



## STATEMENT OF QUALIFICATIONS AND DUTIES

### **ASSOCIATE DIRECTOR**

#### **Exempt**

If you have strong leadership skills, a passion for saving lives, and a commitment to the No Kill philosophy, we invite you to apply to become a key player at one of the leading No Kill animal shelters in the country.

### **POSITION SUMMARY**

The Associate Director of Nevada Humane Society (NHS) is responsible for assisting the Executive Director in overseeing the organization's consistent achievement of its vision, mission, and financial objectives. This includes taking responsibility for specific aspects of organizational planning, program implementation, and operational supervision, as well as the achievement of fundraising and lifesaving goals.

The expectation is that the Associate Director will learn all major aspects of management of the various functions of the organization and could fill in for any of the staff directors, and be able to act as the Executive Director in her absence. This position reports directly to the Executive Director.

### **BACKGROUND**



Nevada Humane Society is a non-profit organization incorporated in 1932. It was originally created to address the suffering of local stray animals.

In February of 2006, NHS moved into a new state-of-the-art facility which it shares with the county's animal services program. Later that same year, the board of directors adopted a No Kill policy for NHS and set in motion the

plan to make Washoe County a No Kill community. Since making their commitment, NHS has achieved dramatic results:

- Increased the adoption rate 53% for dogs and 84% for cats in 2007 (compared to 2006), a higher increase than any other community in the nation.
- Decreased the number of dogs killed by 51% and the number of cats killed by 52% in Washoe County animal shelters in 2007 (compared to 2006). This was the greatest decline of any community in 2007.
- Achieved a county-wide save rate of 90% for dogs and 82% for cats despite a high per capita intake rate, effectively making Washoe County one of the safest communities for homeless animals in the United States.
- Found loving, new homes for over 8,600 animals in 2008.
- As of July 31, 2009, Washoe County is saving 93% of dogs and 89% of cats.

This is a unique opportunity to become a key player in leading a No Kill organization with a community campaign, and to work closely with a skilled and dedicated team of paid staff, large volunteer base, and committed board of directors in a very civic-minded and engaged community.

## THE COMMUNITY

NHS is located in Reno, Nevada, "The Biggest Little City in the World." A world-class tourist destination with a rich arts scene and year-round outdoor activities, Reno has something for everyone inside its 85 square miles (and a mere 45 minutes away from Lake Tahoe and some of the country's best ski resorts.) There are plenty of outdoor recreation opportunities including golfing, hiking, biking, and boating, as well as casinos and other entertainment.



Reno rests at a comfortable 4,400 feet above sea level, and gets over 300 sunny days each year. Average Temperatures (in Fahrenheit):

	Avg HIGH	Avg LOW
January-March	51.0	24.7
April-June	73.2	40.1
July-September	87.0	47.4
October-December	56.0	26.5

## RESPONSIBILITIES

Primarily, the Associate Director will assist the Executive Director in all of her duties. The Associate Director will be expected to:

- Perform duties in a manner which encourages attainment of goals, contributions, and good community relations with the shelter and its programs.
- Work courteously and cooperatively with staff and volunteers to ensure that all established procedures and policies of the shelter are followed.
- Learn all major aspects of managing the organization so that he or she is able to fill in for any of the staff directors in their absence and be able to act as the Executive Director in his/her absence.

Additionally, the Associate Director's job responsibilities will include, but are not limited to, the following:

### **Humane Care and Shelter for Animals in Need**

- Ensure quality care and humane treatment for the animals that come under the protection of NHS.
- Implement short and long-term strategies which responsibly reduce intakes, increase adoptions, improve animal care, provide behavior and medical rehabilitation, encourage spaying and neutering, and help pets stay with their responsible caretakers.

### **Program Development and Administration**

- Plan, organize, coordinate, review, evaluate, and direct the implementation of specific programs providing animal care and community services to the general public and other animal welfare agencies.
- Assist in the administration of such programs including, but not limited to, shelter management, adoptions, fundraising, veterinary services, and animal welfare education.
- Assist in the refinement of the organization's long-range strategy to achieve its mission and ensure that it makes consistent and timely progress.

### **Communications**

- Work with representatives of other animal welfare organizations, non-profit organizations, businesses and community groups to develop and implement collaborative programs and services and to raise alternative sources of funding to aid in overall NHS goals.
- Confer and work closely with staff directors regarding departmental managers, customer service, development, and operating procedures in a positive and effective way to achieve the organization's goals.
- Managing relationships with and provide assistance to the county's animal services shelter, community and volunteer groups, animal welfare organizations, and the general public.
- Assist with marketing and publicity for the organization's activities, programs, and goals.
- Function as a spokesperson for the organization.

### **Staff Management and Development**

- Assist with the recruitment, employment, direction, management and release of all personnel, both paid staff and volunteers.
- Maintain a climate which attracts, retains, and motivates a diverse staff of top quality people who support and promote the mission and goals of the agency.

### **Budget and Finance Development**

- Participate in the organization's development and fundraising efforts, taking responsibility for specific aspects of development.
- Monitor compliance with sound financial practices.
- Review financial reports, budgets, and summaries, submit budgets for approval, and monitor compliance of expenditures within approved budgetary constraints.

### **Compliance with Laws, Regulations, Policies, and Guidelines**

- Understand and implement operational compliance with current federal, state, county, and local laws, regulations, and guidelines that affect operations.
- Ensure accurate record keeping practices for legally compliant adoptions, staff personnel files, budgetary accountability, and all other functions.
- Maintain official records and documents.

Perform related work as required.

## **TRAINING AND EXPERIENCE**

NHS is looking for an innovative and dynamic individual who brings skills, enthusiasm, and accountability to their work. It is not essential that the successful candidate have senior management experience of an animal shelter. NHS is



looking for someone with specific and transferable skills (working in a team environment, leadership, development/fundraising, financial control, management, bottom-line results, etc.) that can be transferred to the shelter environment, such is found in other professions (business, law, veterinary medicine, public administration, public relations, etc.).

The ideal candidate will have excellent management skills and the ability to develop and cultivate a cohesive and positive team, which will be customer-service and animal oriented. She or he will be a self-starter who is well organized, innovative, and professionally motivated to develop and implement the goals, objective, and policies for the agency. The ideal candidate will have exceptional interpersonal skills that can build bridges with the community and must be an effective communicator with the ability to speak to a variety of audiences. He or she will also be firmly committed to the No Kill philosophy as identified in the U.S. No Kill Declaration. Past fundraising/development experience is a plus. Prior animal sheltering experience is not required. Candidates who do have animal shelter experience must have a demonstrated record of lifesaving success.

**1. Education**

A bachelor's degree is required in Business, Public Relations, Communications, Public Administration, Public Health, Veterinary or Animal Sciences, Law, or a related field.

**2. Experience**

A minimum of five years experience in a management position from a field with transferable skills such as business, law, veterinary medicine, communications, public administration, retail, or other related field.

**3. Physical Requirements**

Ability to work with and around animals (including diseased, injured and/or vicious animals), loud noises, chlorine and other chemicals, inclement weather, and evening, weekend and holiday work. Allergic conditions which would be aggravated when handling or working with animals may be a disqualification.

**4. Licenses or Certificates**

Possession of, or ability to obtain, a valid Nevada Driver's License and a satisfactory driving record.

**5. Compassion**

Affection for animals, concern for their welfare, and willingness to accommodate animals in the work place.

## COMPENSATION

The salary range is \$60,000 to \$70,000 depending on experience. After a period of employment, the Associate Director is eligible for medical and dental insurance, a 401k retirement plan, paid vacation, holidays, and sick leave.

## NATURE OF EMPLOYMENT

The Associate Director reports to the Executive Director. It is an exempt position, which generally requires a minimum of 8 hours per day, 40 hours per week and may include weekend, night and holiday work. The Associate Director will also be *on call* for 24-hour emergencies for sick or injured animals or other shelter-related emergencies.

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.

No job description can cover all facets of operations or the demands of the position. This is merely a guide. If you have any questions or concerns, please bring them to our attention.



Send one page\* cover letter and one page\* resume to: NHS Search Committee, c/o Nathan J. Winograd, No Kill Solutions, 6114 La Salle Ave. #836, Oakland, CA 94611 or fax to (510) 530-1317 (no cover sheet). Deadline for submission: November 27, 2009. (\*No exception to the one page limit. Submissions that do not follow these guidelines will not be considered.)