

## **EXECUTIVE DIRECTOR, HUMANE SOCIETY OF ST LUCIE COUNTY**

Port St Lucie, Florida

### **JOB DETAILS**

#### **PAY**

**\$90,000-\$125,000 per year based on experience**

#### **JOB TYPE**

**Full-Time**

#### **SCHEDULE**

**Monday to Friday with occasional weekend and evening events**

The Humane Society of St Lucie County (HSSLC) is a No-Kill animal welfare organization located in Port St Lucie Florida that is dedicated to providing compassionate, loving care to every animal in our shelter for as long as it takes to find them their furever home. We have a staff of 35 and more than 150 volunteers and an operating budget of over \$2.2M. Our revenue comes from the City of Port St Lucie, dozens of sponsors, hundreds of local donors, various fundraisers and our Thrift Shop. We serve the 230,000 residents of Port St Lucie and care for and adopt out over 1,000 cats and dogs per year. We have a veterinary clinic and full-time veterinarian to care for the animals in our shelter. Our Live Release Rate is 97%+ and we also have a very active foster care program.

The Executive Director manages the financial, operational and administrative aspects of our organization and is responsible for carrying out the mission and strategic plan established by the Board of Directors. The Executive Director is expected to be heavily involved in community outreach and will work with City and Business leaders to promote the goals and visions of the HSSLC. The Executive Director reports to the Board of Directors through the Chairperson.

**Our ideal candidate will possess the following qualifications:**

- A Bachelor's Degree in a business-related field.
- A minimum of 3 years experience in a supervisory position.
- High level communication skills with emphasis on public speaking and written correspondence.
- A working knowledge of Business Finance to include P&L's, Balance Sheets, Cash Flow Projections and Budgets.
- Experience in Fundraising and building Community Relations with large sponsors, donors, community groups, local officials and other animal care organizations.
- A proven ability to build and motivate a Team.
- Being a Task Driven, Self-Motivating individual that is able to succeed with minimal supervision and direction.
- A background of working with Non-Profits.
- A passion for animals and for maintaining a high quality of life for them in a shelter atmosphere.
- Must have a Valid Driver's License
- Must be able to pass a drug and background check.

**The Duties and Responsibilities of the Executive Director are:**

- Serve as the liaison between the Board of Directors and the Shelter, Clinic and Thrift Store staff.
- Direct the administrative, financial and operational activities of the Humane Society of St Lucie County (HSSLC).
- Uphold the Mission, Values, Policies and Goals of the HSSLC as established by the Board of Directors (BOD).
- Work with the BOD to establish goals and strategies to advance the vision and mission of the HSSLC.
- Recruit talented personnel and insure that they are adequately trained in order to become productive members of our Team and then monitor their performance through annual performance reviews.
- Provide monthly Pet Point reports to the BOD on shelter operations.
- Prepare monthly financial reports for the BOD to include P&L's, Balance Sheets and Cash Flow Projections.

- Have an unwavering commitment to the welfare of the animals and maintain the No-Kill status of the HSSLC..
- Spend a minimum of 2 days per week developing beneficial relationships with donors, sponsors, government officials, local leaders, civic organizations, local businesses and other animal care organizations to enhance and promote the HSSLC.
- Insure compliance with all federal, state and local laws and regulations.
- Manage the maintenance of the buildings, grounds and equipment of the HSSLC.
- Participate in contract negotiations as required by the BOD.
- Insure that the HSSLC actively pursues all possible grant opportunities.
- In conjunction with the Director of Marketing and the BOD Fundraising Committee develop fundraising and marketing efforts to promote the HSSLC.
- Keep the BOD informed of any important developments or issues that affect the HSSLC.
- Supervise and oversee the activities and performances of all outside vendors, contractors and consultants to verify that they are living up to their contractual obligations.
- Perform additional duties as directed by the BOD.

#### **Benefits:**

- Salary of \$90,000 - \$125,000 per year based on experience
- Flexible Schedule
- Paid Vacation and Holidays
- Reimbursement for Medical Insurance
- Relocation assistance
- Live and work in one of the fastest growing and safest cities in the country

**Interested parties should submit their resumes to: [danw@hsslc.org](mailto:danw@hsslc.org)**