



Job Title: Executive Director

Reports to: Board of Directors

Location: 624 Clarke Rd., London, Ontario

Terms of Employment: Full time.

Established in 1899, the London Humane Society (“LHS”) is a registered charitable organization and an Affiliated Society of the Ontario SPCA. LHS exists to improve the lives of animals in our community by providing temporary shelter and appropriate new families for unwanted or cruelly treated animals.

POSITION:

The Executive Director (“ED”) is the key management leader of LHS. Under the guidance and direction of the Board of Directors (“BOD”), the ED is accountable for the overall strategic and operational direction of LHS, as well as for the planning, staffing, budgeting and management of LHS.

GENERAL RESPONSIBILITIES:

Board Governance:

- The ED is responsible for leading LHS in a manner that supports the organization’s mission as outlined by the BOD.
- The ED is responsible for communicating in an effective and efficient manner with the BOD, involving the BOD in policy decisions relating to the organization and for providing the BOD with the information it requires to make timely and informed decisions.
- The ED will seek and build involvement from the BOD, with respect to LHS’ strategic direction and ongoing operations and initiatives.

Organizational Leadership & Operations:

- In conjunction with the Director of Operations, the ED is responsible for the hiring, leading, coaching, development and retention of LHS staff.
- The ED will be responsible for the effective administration of LHS’ daily operations and will work with staff to develop ideas to enhance such operations.

- The ED will develop annual goals with staff that include timelines, procedures and benchmarks to be accomplished, in an effort to meet the strategic priorities of LHS.
- The ED is responsible for managing all aspects of labour relations for LHS.
- Through the coaching and guidance of staff members, the ED is responsible for ensuring quality “people care” is provided to all patrons, visitors, staff and volunteers of LHS.

Community and Stakeholder Relations:

- Develops and build the LHS brand ensuring that fundraising, public relations and brand awareness aligns with the organization’s integrity and strategic priorities.
- Develops and implements marketing and public relations programs that will significantly increase the profile and brand awareness of the organization.
- Oversees and implements a comprehensive communications strategy which supports the brand and meets organizational objectives.
- The ED will continue to enhance the image of LHS and cultivate relationships within the community, by being a positive reflection of LHS within the public realm.
- The ED will be both active and visible within the community in a manner that represents LHS’ best interests.
- The ED will be the spokesperson for LHS, establish and maintain relationships within the community to the benefit of LHS.
- The ED will engage and work closely with LHS’ funders, partner organizations, other community organizations, volunteers, board members and event committees.
- The ED will lead the acquisition and stewardship of donors of LHS.

Financial Performance of the Organization:

- The ED is responsible for the development of sufficient resources to ensure the continued financial health and viability of LHS.
- The ED is responsible for submitting timely monthly financial statements to the BOD that accurately reflect the financial state of LHS.
- The ED is responsible for developing and submitting an annual budget to the BOD, that includes an annual fundraising strategy with details for goals tied to meeting and exceeding annual income forecasts, donor donation and growth objectives.
- The ED is responsible for operating LHS within the parameters of the annual budget approved by the BOD, for ensuring resources are allocated in a cost-effective manner and for maintaining LHS in a positive financial position.
- The ED is responsible for tracking and evaluating LHS programs in a manner that can be reviewed and revised to maximize efficiency and profitability and in a way that can be effectively communicated back to the BOD, funders and other partners/interested community parties.
- The ED will maintain control of programming budgets, including preparing financial and/or statistical reports as needed.

- The ED will provide a comprehensive analysis of department and fundraising programs, and an analysis and evaluation for individual programs, on an “as needed” basis to the BOD.

Miscellaneous:

- The ED will serve on special committees or undertake special projects or duties at the request of the BOD.
- The ED will lead by example, working from LHS’s facility during regularly scheduled facility hours. The ED will also be flexible with their schedule, ensuring they are available as required, after hours and on weekends, to fulfill their duties.
- The ED will be prepared to travel across London and Middlesex County in support of LHS, its programming and initiatives.
- The ED will be prepared to periodically visit sites across Ontario to explore best practices, programs and initiatives in other communities.

KEY PERFORMANCE INDICATORS:

- Realization of LHS’ Strategic Plan
- Achievement of financial/budget targets
- Optimally managing LHS’ physical and human resources
- Employee satisfaction
- Positive relationships at various levels within the London Middlesex community, government, and other appropriate organizations
- Effective stakeholder engagement
- Effective interaction with the Board of Directors

QUALIFICATIONS:

The ED must be committed to the mission of LHS. The essential skill set for this position, includes leadership (equitable, change management supervisory experience, the ability to manage up and down), emotional intelligence (solid people skills, stakeholder engagement), financial acumen (budgeting, the ability to create and understand monthly profit/loss statements, cash flow management) and the ability to prioritize.

The ideal candidate will possess the following qualifications:

- University degree in a related field with five (5) or more years of progressive management experience preferably in the charity sector organization.
- Knowledge of all federal and provincial legislation applicable to employment law, animal welfare and the charity sector.
- Knowledge of current community challenges and opportunities relating to the mission of LHS.
- Proven leadership skills, with a collaborative approach to leadership to guide LHS in meeting its strategic priorities.
- Strong leadership capabilities that exude sincerity, integrity and inspire trust.
- Outstanding communication and interpersonal skills to effectively promote and enhance the success of LHS.

- Strong organizational management skills to effectively manage the full spectrum of operations and activities of LHS.
- Business planning and strategic planning skills, with the ability to develop and implement a plan to achieve desired results.
- Analytical skills to identify and assess organizational needs and priorities and sound judgement with the ability to make decisions that are in the best interests of LHS.
- The ability to manage difficult, complex or sensitive situations (i.e. stakeholders, media)
- Proficiency in working with common office technology – i.e. Microsoft Office
- Direct BOD development and governance experience is an asset.
- Experience leading or participating in a capital campaign is an asset.

If you are looking for a rewarding and challenging position and possess the above qualifications, please forward your resume and cover letter via **email** by no later than **5:00 pm on Friday, January 12, 2018** to:

Sheila Harrison
Director of Operations
London Humane Society
SHarrison@LondonHumane.ca

Website: www.londonhumanesociety.ca

London Humane Society (LHS) is an equal opportunity employer. We welcome diversity in the workplace and encourage applications from all qualified candidates including men, women, members of visible minorities, persons with disabilities, and Aboriginal peoples.

LHS is also committed to developing inclusive, barrier-free selection processes, and work environments. If contacted in relation to a job opportunity, please advise us in a timely fashion of any accommodation measure which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addresses confidentially.

We thank all applicants for their interest. Given the volume of applications received, we will respond only to those candidates who are selected for interviews. No drop-ins or phone calls please. We thank you for your understanding