



LARIMER HUMANESOCIETY

Chief Executive Officer (CEO)

Job Title:	CEO
Department:	Administration
Job Classification:	Full time, Salaried, Exempt position
Job Relationships:	Reports to the Board of Directors Directly supervises: Director of Animal Control, Director of Development & Community Relations, Director of Finance, Director of Human Resources, Director of Operations and the Administrative Assistant.

Position Summary: The CEO of Larimer Humane Society has overall strategic and operational responsibility for staff, programs, contract fulfillment, financial position and mission implementation in compliance with organizational policies and local, State and national regulations. The CEO actively works with the Board of Directors to provide vision, direction and leadership to ensure the Society's success and inspires over 65 staff members and more than 400 volunteers.

Major Duties and Responsibilities:

- Provides leadership and clear direction necessary to enhance the impact and effectiveness of Larimer Humane Society. Serves as steward of the Organization with emphasis on success through teamwork, collaboration and thoughtful financial management.
- Maintains stewardship and accountability for the organization's overall operational, ethical, and fiduciary integrity, within the guidelines and policies set by the Board and applicable laws and/or regulations.
- Develops, implements, and monitors long and short term operational and financial goals aimed at supporting the mission of Larimer Humane Society. Has overall strategic and operation responsibility for a \$6M annual budget.
- Supports the Board's development as the strategic, governing body for Larimer Humane Society working to ensure the stability and enhancement of the Organization. Develops issues for board review and discussion. Assists the Board in maintaining an effective nominating process and provides orientation for new Board members. Works with the Board to oversee asset investment and financial growth and stability for the Society. Advocates and supports the Boards' self-study, evaluation, and performance.
- Oversees the development and funding of programs and procedures to accommodate trends, community growth, community need and organizational longevity.
- Serves as a spokesperson for the Organization and effectively represents goals and mission to individuals, foundations, government leaders, the media, sponsors and donors to attract widespread interest and support.
- Works to strengthen and grow the human capital of the organization through ongoing staff and volunteer development. Develops and grows senior team members and other direct reports. Hires, trains and manages staff in compliance with policies, procedures and applicable regulations. Delegates responsibilities to optimize staff autonomy and efficiency while providing guidance and advice. Mentors

direct staff and provides opportunities for individual and career growth. Promotes a culture of safety, teamwork, empathy and caring.

- Provides leadership in initiating and maintaining community relationships, and relationships with government agencies contracting with the Society for Animal Control. Ensures compliance with contractual agreements, monitors fiscal relationship and negotiates service agreements.
- Promotes relationships with other local, State and national non-profit and animal welfare organizations. Maintains Larimer Humane Society as a recognized resource and a leader in animal care.
- Other duties as required.

Education & Experience Requirements:

A Bachelor's degree or four years or more of relevant experience is required; an advanced degree or applicable certification is a plus. A minimum of 10 years of senior management experience; previous nonprofit CEO/Executive Director, or Deputy Director, experience is desired. CAWA certification is a plus.

Knowledge/Skills/Abilities

In addition, the successful candidate will have skills and attributes in the following:

- Leadership - Exhibits confidence in self and others; inspires and motivates others to perform to their potential; effectively influences actions and opinions of others; earns respect and trust; displays passion and optimism; leads by example; works with integrity and ethically; upholds organizational standards and values.
- Administration and Management – Guides the development and implementation of processes and procedures to ensure good management, administrative and fiscal practices; ensures staff understanding of the vision and direction of the Organization and that, in return, they will be able to develop and grow in their roles and responsibilities. Inspires and motivates others by example.
- Fundraising – Excellent donor relation skills and understanding of applicable fundraising regulations.
- Board Relations – Understands and supports the role and responsibilities of a Board of Directors.
- Communication & Public Relations - Clearly articulates in person and in writing, goals, plans, positions and activities to varying audience including staff, customers, partners, donors, government officials, the press and other community members. Communicates with heart and transparency.
- Strategic Thinking and Planning - Develops strategies and plans to achieve organizational goals; understands organization's strengths & weaknesses; identifies external threats and opportunities; adapts strategy to changing conditions; uses a project management approach for developing and implementing plans. Follows industry issues and advancements and interprets for potential organizational impact.
- Analytical Approach and Problem Solving - Collects and researches data; synthesizes complex or diverse information; designs work flows and procedures; uses feedback to modify designs; demonstrates attention to detail. Identifies and resolves problems in a timely manner; develops alternative solutions; is comfortable with conflict management; works well in group and individual problem solving situations; displays original thinking and creativity.
- Interpersonal and Teamwork Skills – Focuses on solving conflict, not blaming; maintains confidentiality; actively listens without interrupting; uses emotional intelligence to connect with others. Reacts well under pressure; treats others with respect and consideration regardless of their status or position.

Balances team and individual responsibilities and values collaboration; exhibits objectivity and openness to others' views and ideas; gives and welcomes constructive feedback; commits to building a positive and inclusive team; puts success of the team above own interests; recognizes accomplishments of other team members.

Other: Must be at least 21 years of age (for insurance purposes); hold a valid Colorado Driver's License and have an insurable driving record

Working Conditions:

Work environment: Most work is performed in the normal shelter and office setting, and additional community locations. Frequent use of computer and telephone; potential exposure to animals, high noise levels and zoonotic diseases. Potential for bites and scratches if handling animals. Potential for exposure to various weather conditions. Weekend and evening work is required.

Physical activities: Sitting, using a computer and keyboard, and talking on the phone up to 8 hours or more a day. Standing, reaching, bending, squatting, walking, pushing, pulling, cleaning and driving a vehicle. Occasional lifting and carrying of up to 30 pounds unassisted and more with assistance.

Compensation: Expected salary range is \$103,000 - \$140,000. A full benefits package including medical, life, dental and vision options, 403b retirement plan with a 3% employer match, paid time off and more.

Larimer Humane Society is an equal opportunity employer and conducts criminal background checks, DMV checks and requires drug testing for all employment candidates