



Executive Director **Willamette Humane Society**

Description:

Willamette Humane Society (WHS) is seeking an executive director. Located in Salem, Oregon, WHS was founded in 1965 by local civic leaders and serves Marion and Polk Counties. WHS is dedicated to promoting the welfare of animals through leadership, education and action, and exists to:

- provide a temporary shelter for discarded, abused, abandoned, and lost animals as an open-admission shelter;
- complete families by matching companion animals with people, and
- lead the community through education by teaching respect and compassion for animals, in order to shape a future free from abuse and homelessness.

Willamette Humane Society is an independent, private nonprofit 501(c)(3) charitable organization that receives no tax dollars or financial support from local, regional or national humane organizations. To deliver services to the community, WHS relies solely on donor support, fees for service, and for-profit ventures, including two thrift stores in Salem and a retail store located inside the shelter. WHS's current annual budget is approximately \$2.1 million. WHS takes in an annual average of approximately 10,000 animals.

On January 11, 2010, after the culmination of a multi-year capital campaign, WHS opened an in-house spay/neuter clinic. The clinic is a member of the National Spay/Neuter Response Team and is the region's first low-cost, high-volume spay/neuter facility. The clinic will serve the surrounding community by performing approximately 7,500 sterilization surgeries on cats, dogs, and rabbits each year. The clinic is designed to be financially self-supporting.

In addition to an outstanding paid staff of about 49 employees, WHS has a strong volunteer base of approximately 400 active volunteers. In the last fiscal year, volunteers cumulatively logged over 52,000 hours.

As the chief executive of WHS, the Executive Director is ultimately responsible for all administrative, fund development, financial, personnel, and operational activities of WHS. The Executive Director reports directly to, and works under the direction and control of, the WHS Board of Directors. The Executive Director is expected to manage WHS in a way that best carries out WHS's mission, policies, and objectives within its fiscal boundaries.

For more information about WHS, go to www.willamettehumane.org.

Requirements:

The Executive Director must have strong proven leadership skills, with a track record of successfully directing operations, staff management, and financial oversight. The Executive Director must have a minimum of ten years' progressive leadership and management experience. A bachelor's degree from an accredited college or university is required and an MBA is preferred. Strong preference will be given to candidates with animal welfare, human resources management, fundraising, and/or nonprofit experience and who are already integrated into the Marion/Polk county area.

Candidates must possess excellent verbal and written skills and have a passion for the organization's mission. The Executive Director must have demonstrated strong interpersonal skills and have the ability to work effectively with staff, community leaders, animal welfare advocates and organizations, donors (potential and current), the media, volunteers, and other key stakeholders. Particular emphasis will be placed on the candidate's proven ability to work collaboratively, listen, provide constructive feedback, solve problems, and build staff morale. Salary commensurate with experience.

To view the complete job description for the Executive Director position, go to:

<http://willamettehumane.org/animal/shelter/about/employment>

All applicants must submit the following:

1. Complete application form (available on our website, or available by request from employment@willamettehumane.org or 503-585-5900 ext. 306)
2. Current resume
3. Letter stating why you want to work at WHS, how you meet the job requirements, and a brief statement of your philosophy about managing a nonprofit, open admission animal welfare organization
4. Three current letters of recommendation
5. Authorization to release reference information (available with application)

Application materials may be submitted via e-mail, mail, fax, or in person to:

Catherine Stutzman, Human Resources Generalist

Employment@WillametteHumane.org

4246 Turner Rd. SE

P.O. Box 13005

Salem, OR 97309

503-585-7906 fax

Deadline: This position will be open until filled and may close at any time.