



Title: Executive Director
Reports To: Executive Committee of the Board
Hours: full-time, non-exempt.

Job Summary: The Executive Director will develop and lead a fiercely innovative, happy, compassionate, glittery and performance-minded culture that drives the organizations' Mission and Vision in a responsible and sustainable manner. The position requires active involvement in the sheltering community, maintaining knowledge and understanding of industry trends and innovative practices, while directing application of high-performing business practices to assure the organization is delivering to all of its constituents; animals, staff, volunteers, and the community. The Executive Director will provide leadership across all functional lines including Accounting/Finance, Operations, Human Resource, Marketing, Fundraising, Veterinary Services, Clinic Operations, while engaging local government representatives, the media and businesses to inform and educate the community about relevant issues while promoting the LHS vision.

Responsibilities

- Partner with the LHS Board of Directors to establish direction and strategies to advance our vision and mission; provide for review and evaluation of all programs in order to make improvements. Serve as a liaison between the board, management, staff and volunteers and serve on all board committees.
- Oversee development and implementation of the LHS strategic plan, develop and manage the annual operating budget and be accountable to the board for all aspects of budget performance.
- Maintain and enhance the established culture of the organization and develop opportunities for employee work-related education, advancement, and growth.
- Provide leadership to a diverse staff of over 60 employees and manage a \$2.8 million budget.
- Cultivate and nurture relationships with current and potential corporate and foundation sponsors.
- Develop and grow the individual donor base including cultivation of major gifts.
- Provide leadership and supervision to senior management overseeing performance appraisals, budget preparation and management, and training programs.
- Communicate and with and inform all staff assuring the exchange of ideas and information in a team-oriented culture.
- Understand and implement compliance with federal, state, county and local laws, regulations and guidelines that affect operations.
- Have an unwavering commitment to animal welfare and the organization's no kill mission
- Represent LHS as chief spokesperson; engage, involve and lead the community and

constituencies in a wide spectrum of animal welfare issues, resulting in programs and actions that save lives.

- Foster beneficial relationships with local media, government and local officials, civic and service groups and industries.
- Develop, plan, implement and oversee all marketing, PR, social media, graphic design and advertising for the organization; ensure that it continues to stay within the established brand of the organization.
- Maintain the positive influence in the community and state and ensure that people and pets continue to “Find Happiness” at the Lynchburg Humane Society.

Qualifications

- Outstanding communication skills, including public speaking, written communications, media relations, marketing strategies and customer service.
- At least 3 years of senior level leadership and management experience with a proven ability to make decisions necessary to drive positive operational and financial performance.
- Proven track record of donor cultivation, major gift solicitation, and grant writing.
- Nonprofit experience preferred
- Bachelor’s Degree required