Purpose of Position: To plan, organize, manage and supervise all aspects of operations of the Potsdam Humane Society, Inc. as established by the Board of Directors in accordance with the Potsdam Humane Society, Inc. policies and bylaws.

Position Summary: The Executive Director serves as a dynamic liaison between the Board of Directors, the community, municipal customers and the shelter staff. The Executive Director will be expected to uphold the mission of the Society and promote its goals, advising the Board of Directors in making decisions for the best interest of the organization. Required skills include but are not limited to the following: A current working knowledge of companion animal care and adoption issues; an understanding of compliance issues involving pertinent federal, state, and local regulations; strong motivational skills, management skills and interpersonal skills with the staff and the public required.

The Executive Director will take the leadership in the shelter operations and, with the help of the employees, the shelter will become a state of the art adoption center, low fee spay/neuter clinic, and humane education outreach facility for the North Country.

He/she will have the responsibility of developing programs for the Potsdam Humane Society, increase adoption rates, and educate/promote spaying/neutering.

Proven ability in preparing, attaining, and administering external grants is greatly desired.

The Executive Director shall be the administrative agent of the Board of Directors and the manager of the Potsdam Humane Society shelter. He/she shall be available to the officers, committees and members of the board of directors for professional consultation in connection with the affairs and activities of the Potsdam Humane Society.

Duties and Responsibilities:

A. Operational Management:

1. Responsible for ensuring the mental and physical health, well-being, and placement of all shelter animals, including maintaining a working relationship with local veterinarians and consulting with them on general and specific matters, as necessary.

2. Responsible for overseeing all aspects of developing and implementing the spay/neuter clinics, including the following:

   Employment of a competent veterinary staff;
   Maintaining the required medical and clerical supplies;
Proper disposal of hazardous waste;
Ensuring a clean working environment in all areas of the facility;
Preparation of all necessary paperwork;
Anticipate and address all client concerns, questions or problems.
In the process of performing these responsibilities, conform to all federal, state, county and city laws and ordinances pertaining to animal care and welfare.

3. Organize regular programs to meet the mission of the organization and the needs of the membership and the general public as approved by the Board of Directors.

4. Acquisition of materials, supplies and equipment, or direct the same, as the budget specifications warrant. The Executive Director is authorized to incur up to $500 per expenditure, necessary for the day-to-day operation of the Potsdam Humane Society. Any acquisition or expenditure in the amount greater than $500 must be submitted to and approved by the Board of Directors in advance.

5. Maintaining the physical and security needs of the property and all the facilities.

6. Developing and completing preventative and required maintenance for facility equipment, buildings, and grounds.

7. The Executive Director will maintain professional, working relationships with other animal welfare organizations in an effort to further our cause and realize our mission statement.

8. Develop and update municipal contracts and recommend pricing to the Board of Directors.

9. Attend municipal board meetings to discuss contract services provided by the Potsdam Humane Society, Inc.

10. Work with the Board’s Finance Committee in the preparation of an annual budget for submission to the Board of Directors for its consideration and approval.

11. Develop and maintain adoption programs such as Meet Your Match Program, Senior Adoption Programs, Foster Programs, Breed Specific Adoption Outreach efforts, etc.

12. Ensure website is kept current; maintain statistics about adoptions and pets available for adoptions; as well as upcoming events.
13. Oversee the donor database, enters donor and adoption receipts in Quickbooks, and manage bank account used for spay/neuter activities, including clinics and the spay/neutering of adoptable animals.

B. Public Relations and Fund Raising:

1. Coordinate activities involving all aspects of media advertising related to: (I) animals available for adoption, (2) clinics (3) public outreach programs and (4) general public relations pertaining to the Potsdam Humane Society Inc.

2. The Executive Director will be responsible for gathering the articles and reports for the quarterly newsletter and the preparation and distribution of the newsletter, coordinate the preparation and distribution of the bi-monthly newsletter.

3. The Executive Director will be responsible for researching and preparing all grant applications.

4. Assist the Board of Directors with fundraising activities, as required.

5. Prepare monthly reports summarizing shelter statistics, activities completed, personnel/public relations issues, and other information for the Board.

6. Prepare annual reports that summarize shelter activities.

C. Personnel Management

1. Responsible for all staffing needs of the Potsdam Humane Society, including employees and volunteers. This responsibility includes all aspects of the staffing cycle, including but not limited to the following:

   Advertising for and accepting applications for vacant positions;
   Interviewing potential candidates;
   Making recommendations for hiring;
   Periodic performance reviews;
   Termination with board approval;
   Periodic safety meetings;
   Employee or volunteer medical emergencies;
   Compliance with workers compensation laws of the state of New York;
   Ensuring licensed personnel remain current with continuing education programs;
   Tracking of personnel compensated absences and overtime;
   Salary surveys and reviews;
Cross-training full-time/regular staff within the Potsdam Humane Society, Inc.

2. The Executive Director will develop a job description for all employees. The Director will be responsible for coordinating all efforts between employees and volunteers of the Potsdam Humane Society, Inc. to achieve maximum results.

D. Responsible for carrying out other such duties and tasks as may be assigned by the Board of Directors from time to time.