



Job Description

Job Title: Chief Executive Officer
FSLA Status: Full-Time, Exempt
Date Last Reviewed: January 30, 2023

Position Summary

The Chief Executive Officer oversees all organizational activities and provides proactive leadership and expertise. The position is responsible for the overall direction and management of the organization with a focus on results and opportunities. The Chief Executive Officer displays strong, effective leadership, management, and organizational skills, proven commitment to high performance, superior quality in all products, and accountability.

The Chief Executive Officer, in consultation with the Board, is responsible for developing a clear strategy for the Longmont Humane Society mission-based activities and executing those activities. This position reports to the Board of Directors.

Essential Duties and Responsibilities

Leadership

- Provides direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives.
- Implements the strategic goals and objectives of the organization.
- Leads the organization's growth and develops new levels of effectiveness and impact.
- Works with Directors and Managers to develop annual goals for the organization that include timeliness, procedures, and accountabilities to be accomplished in meeting future plans and goals.
- Represents LHS as its Chief Executive Officer in all dealings with other organizations, individuals, and the general public, and serves as a media spokesperson for significant media inquiries.
- Networks with other humane organizations, community stakeholders and attends conferences where appropriate.
- Promote awareness and a positive image of LHS and its mission to the community.
- Interacts with lobbyists to pursue animal welfare legislation locally and statewide. Advises Board of Directors on status of pending legislation and community feedback. Interfaces with local animal welfare groups and represents LHS at various functions and events.
- Makes decisions in accordance with sound business judgment and ethical standards to accomplish LHS' mission and goals.



Board of Directors

- Assists in preparation for LHS Board of Directors meetings in cooperation with the Board Chair.
- Attends LHS Board of Directors and Board Committee meetings monthly, and actively participates in meeting discussions.
- Provides timely updates at Board meetings regarding LHS activities and significant issues.
- Works as liaison to the governing board and other active, committed volunteers to achieve goals and deliverables.
- Assists with recruiting, training, and development of the LHS Board of Directors.

Financial

- Works with the Senior Management Team in the preparation and presentation of the annual budget and financial implications of the future plan to the Board of Directors.
- Oversees the development of the monthly financials.
- Works with auditor to present audited financial statements to the Board of Directors annually.
- In conjunction with the Marketing and Communications Director, prepares and ensures accuracy of annual report documents.
- Oversees all major expenditures.

Development

- Oversees Development Director to ensure continued fundraising and the future financial stability of LHS.
- Attends and participates in various fundraising events.
- Develops and maintains relationships with donors to include foundations, corporations, community organizations and individuals, and acknowledges major gifts.
- Oversees any Capital Campaign, Donor Development, and Workplace Giving efforts.
- Coordinates with the Development Director for LHS public relations, promotion, media and website development and maintenance.

Administration

- Oversees the supervision of all LHS programs and provides encouragement and guidance to staff.
- Oversees salary/wage administration in accordance with budgetary guidelines.
- Develops and implements policies and procedures with input from the Senior Management Team.
- Negotiates contracts with municipalities; oversees the City of Longmont licensing program.
- Provides guidance, direction and resolutions for problems or staff issues.



- Oversees the facilities and general maintenance of the organization such as: information systems, phones, internal systems, capital improvements, grounds, and purchases. Ensures all major purchases are in accordance with budget guidelines.

Job Qualifications

Education and Experience:

- Bachelor's degree (Master's degree preferred) in Business Administration or related field.
- Minimum 8 years of demonstrated leadership including financial and management experience.
- Experience with administration and fundraising in a not for profit and/or animal welfare environment preferred.

Knowledge, Skills, and Abilities:

- Demonstrated excellent verbal and written communication skills, excellent interpersonal communication skills.
- Strong understanding of budgets and issues that impact financial results.
- Working knowledge of Federal and Colorado employment law.
- Ability to utilize effective problem solving/decision making skills.
- Experience with MS Word, Excel, Outlook, and Internet Explorer.
- Excellent organizational skills: ability to set and accomplish work in order of priority; professionally maintain composure and effectiveness under pressure and changing conditions.

Working Conditions:

- Office and animal shelter environment.
- Potential exposure to high noise levels and zoonotic diseases.
- Exposure to all weather conditions when working at outdoor events.
- Occasional lifting of up to 50 pounds.
- Frequent use of computer and telephone.
- May be required to work extended hours, including some evening and weekend hours.