



Position Specification

Executive Director



ADISA

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The Organization

Founded in 1960, the Humane Society of Utah (HSU) has always fostered an atmosphere of love, compassion and respect for Utah's pets and is dedicated to the elimination of pain, fear and suffering in all animals. The organization is well known and supported in the community and has grown in recent years.

In 2017, HSU saved more than 11,000 animal lives and consistently maintained a combined live-release rate of 90.54%. As an open-admission shelter, HSU always keeps its doors open for any animal that can be legally accepted. There is no set limit on the length of time an animal may remain in the adoption program. The HSU is a member of the No-Kill Utah (NKUT) Coalition and works hard to ensure that every healthy and treatable pet that enters the facility has the opportunity to be placed into a loving home.

In 2014, HSU completed an ambitious remodeling project, almost doubling the size of the facility to more than 40,000 square feet, featuring a state-of-the-art adoptions area, increased holding space and a more inviting atmosphere for the public.



People with a passion for animal welfare—including 81 full-time and 13 part-time employees and over 2,000 volunteers—are at the heart of the organization. The highly professional management team embraces, and will continue to expand, a variety of programs to save more lives each year, including:

- **Adoptions** – HSU embraces the “Adopters Welcome” approach that supports community members, encourages them to adopt and helps them and their pets succeed.
- **Transfer and Rescue program** – HSU partnered with 126 animal organizations in 2017 to save 2,616 animals at risk of euthanasia in other shelters, reducing the burden on smaller shelters and rescue groups across Utah and in neighboring western states.
- **Veterinary Clinic** – The HSU Clinic serves about 53,000 people and their pets each year and spays or neuters about 10,000 animals. It is open to the public six days a week for many affordable services, including spay/neuter surgeries, vaccinations, microchipping and more. HSU’s veterinarians also perform a multitude of medical procedures on the homeless animals in its care.
- **Foster Care** – On a typical day, anywhere from 100 to 300 pets are being cared for in 50 to 100 different volunteers’ homes. Throughout the year, 2,734 pets pass through this lifesaving program.



- **Pets in Progress (PIPs) and Behavior Consults** – HSU’s behavior programs use positive reinforcement techniques, time and patience to work with a variety of behavioral challenges. Furthering their special care, staff educate potential adopters to ensure successful matches for these pets with unique needs.
- **Humane Education** – Year after year, HSU remains the education leader among animal welfare organizations in Utah, educating children and teens about humane values such as respect and compassion.
- **Investigations** – HSU provides the only full-time animal cruelty investigator in Utah, responding to reports of animal neglect and abuse.
- **Advocacy** – HSU actively promotes legislation at the state, city and county levels that will enhance the welfare of animals in Utah.



The Opportunity

The Humane Society of Utah has reached a pivotal moment in its history with the retirement of its director of thirty years. Having achieved a number of critical milestones, including an innovative remodeling of the facility and a 90%-plus lifesaving rate, HSU enjoys a positive, statewide reputation and strong community support.

HSU is searching for a strategic, results-oriented leader to provide the vision and direction for the future of the organization, amidst the evolving landscape of animal welfare nationally. Reporting to the Board of Directors, the Executive Director will bring proven managerial and organizational leadership skills and outstanding abilities in communication, collaboration, fundraising and program development to continue expanding services and support for the people and pets in the state of Utah.

The broad objectives for the Executive Director are as follows:

- **Strategic Leadership.** Working collaboratively with the Board of Directors and staff, the Executive Director charts an exciting future for HSU, ensuring that the plan is achievable and sustainable. S/he assesses the efficacy and impact of HSU’s programs and evolves the organization to continually improve the ways it realizes its mission.
- **People Management.** The Executive Director effectively leads HSU staff, promoting high standards of excellence and accountability, and fostering a culture of inclusivity and teamwork. S/he oversees a talented management team of eight senior staff, including two veterinarians, five program directors and an investigator.
- **Board Partnership.** The Executive Director works closely with the Board of Directors to develop a strategic vision and advises the Board on organizational issues, serving as the liaison between the staff, volunteers and board members. S/he ensures the integrity of all operations, manages the budget and all contractual relationships, and provides timely reporting of operational and financial activities to the Board of Directors.

- **Financial Oversight.** The Executive Director oversees financial operations and annual budgeting with the assistance of the Director of Finance and Strategic Planning, S/he ensures fiscal management by operating within the approved budget and maximizing resources to maintain a positive financial position.
- **Fundraising.** By developing, nurturing and maintaining critical funding relationships, the Executive Director supports HSU in fundraising efforts by participating in events, presentations, site visits, donor meetings, solicitations and more.
- **Industry Expertise.** The Executive Director is active on the national level by attending animal welfare conferences and participating in professional networks, collaborating with other leaders in animal welfare. S/he remains current in all facets of animal welfare and humane society management, as well as the changing needs of the community.
- **Relationship Building.** The Executive Director serves as an authentic, compelling spokesperson for HSU, representing the organization in a professional, knowledgeable and compassionate manner at the legislature, in the media, at fundraising events and in other public settings. S/he enhances HSU's image by being active and visible in the community, working closely with other professional, civic and private organizations.
- **Advocacy.** By working directly with local and national partners in the animal welfare sector during the legislative session and throughout the year, the Executive Director supports the passage of laws and ordinances promoting animal welfare in the state.

HSU offers a competitive compensation package that fits the level of experience and demonstrated track record of the successful candidate.

Successful Candidate Profile

The Humane Society of Utah is a highly respected animal sheltering organization dedicated to providing compassion and respect for Utah's pets and eliminating pain, fear and suffering in all animals. Given the organization's significant community presence, support from a committed Board and notable accomplishments, the Executive Director position is an especially compelling opportunity for a dedicated leader with a passion for animal welfare.

The successful candidate will step into an organization with a well-regarded reputation, strong financial foundation and a powerful mission. An unwavering commitment to animal welfare, a passion for serving the community and a track record of successful nonprofit leadership are essential.

In addition, the qualities of an ideal candidate include:

- **Outstanding leadership skills** and a track record of recruiting, empowering and developing a professional and high-performing staff. Experience in a senior leadership position that reports directly to a Board of Directors is preferred.
- **A keen understanding of the changing dynamics of animal welfare and sheltering**, familiarity with best practices (such as coordinated entry/managed admissions, subsidized spay/neuter

operations, and progressive adoption processes) and knowledge of animal advocacy on the state and local levels.

- **A demonstrated record of setting priorities and leading organizations to success.** S/he will be a strategic thinker who will work with HSU's management team and board to establish plans and methods to achieve its mission while providing the strategic direction necessary to evolve the organization.
- **An exceptional communicator** who can articulate HSU's vision and direction effectively through the media, public speaking, writing, networking, fundraising and one-on-one discussions. S/he will be an enthusiastic relationship builder among all types of people, with the ability to sustain effective partnerships with other organizations. Experience in marketing and public relations on behalf of a humane society or animal control operation a plus.
- **Proven business acumen and the ability to create and sustain a \$5-10 million budget.** Discipline and focus in setting clear priorities, meeting or exceeding goals, delegating effectively and running a fiscally sound operation.

Specific qualifications include:

- Bachelor's degree required. Master's degree preferred.
- Minimum of 10 years' experience in nonprofit management, with at least five years in a substantial leadership role.
- Experience managing a budget of \$5-10 million.
- Animal welfare experience strongly preferred.
- Ability to pass a background check and provide proof of excellent credit and any EEOC Adverse Actions upon request.

About the Community



Murray, Utah, is situated just south of Salt Lake City on the Wasatch Front within the Salt Lake Valley. Named for territorial governor Eli Murray, it is the state's fourteenth largest city. According to the 2010 census, Murray has approximately 46,746 residents. Murray shares borders with Taylorsville, Holladay, South Salt Lake and West Jordan, Utah.

The American Legislative Exchange Council ranked Utah number one on the list of states with the best economic outlook for 2018. Murray has one of the lowest city tax rates in the state. And, while growing, Murray remains a very affordable place to live, with the cost of living in the Salt Lake area 6% lower than the national average.

The area has grown in population, cultural diversity and accolades. Labeled as the Silicon Slopes, Salt Lake is home to a buzzing tech scene—between that and the other booming businesses in the city, downtown Salt Lake has been brought to life like never before

and includes a top-shelf performing arts scene, award-winning dining, and a craft beer and distilling culture. As the liberal capital of a conservative-heavy state, Salt Lake recently celebrated the election of the city's first openly gay mayor, who has been an unparalleled proponent for integrating the diverse aspects of the local culture.

Perfect for outdoor enthusiasts, Murray offers close proximity to mountains, outdoor recreation and five National Parks. In addition to being home to the Winter Olympics in 2002, the city's nearby mountains are widely known to be the home of "The Greatest Snow on Earth." Large storms pick up more moisture as they roll in over the Great Salt Lake, and that moisture slams against the Wasatch Mountains, creating incomparably light and skiable powder snow.



Murray residents enjoy four distinct weather seasons. Along with snow in the winter, Murray has wonderfully temperate spring and fall weather, with a dry-warm summer that only touches triple digits for a week of the season.

Contact

For more information about this position or to suggest a prospective candidate, contact:

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All inquiries and discussions will be considered strictly confidential.

To apply: Please submit a resume and cover letter summarizing your qualifications as they relate to the position description to betsy@adisagroup.com.

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The Humane Society of Utah is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment and advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.