

Martinsville Henry County SPCA

Position Open Until Filled

Position Title: **Executive Director**

FUNCTION: Under the supervision of the Board of Directors, the Executive Director is responsible for the overall management of the Organization in accordance with adopted policies and by-laws of the organization. The Executive Director directly supports the mission, goals, objectives, strategic plans and development of the Martinsville Henry County SPCA. Serves as agency spokesperson in the community.

HOURS: Full-time - exempt, salaried

SALARY: Reflective of Qualifications

Purpose of Position:

To direct the administrative, financial, managerial and supervisory activities necessary to carry out the policies and goals of the Society.

Duties and Responsibilities:

In accordance with organizational policies, duties include but are not limited to:

- Develops the mission and direction of the organization in conjunction with the Board of Directors.
- Leads, plans, organizes and directs programs that carry out the organization's goals as established by the Board of Directors.
- Oversees the handling, treatment and care of all the animals admitted to the care of Martinsville Henry County SPCA.
- Manages the recruiting, hiring, development, employment, evaluation and discharge of all employees.
- Creates and coordinates annual and long-term fund development plans in coordination with the Board of Directors.
- Creates and coordinates annual and long-term marketing and special event plans in coordination with the Board of Directors.
- Prepares an annual budget in conjunction with the Finance Committee, operates the Society within the limits of the total approved budget, and informs the Board of the monthly status of the organization's financial position.

- Controls and monitors all purchases and manages other fiscal and property resources as directed by the Board.
- Serves as liaison between the Board and the public, and between the Board and other agencies or organizations.
- Establishes and directs the operational procedures of the Society.
- Manages the maintenance of facilities, grounds and equipment.
- Negotiates contracts and other business matters for approval by the Board.
- Acts for the Society in designated matters pertaining to bequests, estates, contracts, donations and other matter of concern.
- Prepares reports and other records as required by the Board.
- May perform other duties as assigned by the Board.

Controls over Work:

The Executive Director works under the general guidance of and is responsible only to the Board of Directors as a group. The Executive Director may delegate duties as appropriate, but the responsibility for the accomplishment of all duties remains with the Director.

Written performance evaluations will be given after the first three months and first twelve months of work and annually thereafter.

Physical Demands:

The work may require occasional long periods of sitting at a desk while using a computer, calculator or other office equipment. Irregular hours, including evening and weekend meetings, are a normal part of the job.

Requirements:

- Must have a four-year degree from an accredited college or university and a minimum of five year's experience working in an animal shelter, animal rights or wildlife rehabilitation center, with at least two year's administrative or supervisory experience; or an equivalent combination of related education and experience.
- Must have demonstrated experience in fund development for a nonprofit organization, including annual funds, membership drives, planned giving and budget management. Position will require face to face fundraising.
- Must have experience working with and coordinating multiple tasks using staff and volunteer resources, especially training and accommodating Board and Board Committee members in their organizational functions.

- Must be able to meet and deal with the public in a tactful and diplomatic manner, communicate effectively with other individuals, and be able to objectively evaluate problems and recommend appropriate actions.
- Important considerations for this position include a sincere interest in and knowledge of the philosophy of animal rights issues and of animal health care; a demonstrated knowledge of organizational and financial procedures for nonprofit agencies; a creative and dynamic approach to fund raising opportunities; demonstrated skills in human resource management and strong leadership abilities. Knowledge of word processing and spreadsheet software applications is preferred.

Note: Under the provisions of the Immigration and Reform Act of 1986, the successful candidate will be required to provide both evidence of identity and eligibility for employment.

To apply: Send attached application, resume, letters of recommendation, salary requirements and other pertinent materials to:

Leslie P. Hervey, Interim Director
 Martinsville Henry County SPCA
 132 Joseph Martin Highway
 Martinsville, Virginia 24112
 (434) 989-0669
leslie.hervey@gmail.com

Martinsville Henry County SPCA

Job Application

132 Joseph Martin Highway
 Martinsville, VA 24112

Phone 276-638-7297 (PAWS)
 www.spcamhc.org

Personal Information						
Last	First	MI	SSN#	Email		
Street Address		City	ST	Zip	Home Phone	Mobile
Are you entitled to work in the United States?			Are you 18 or older?		If yes, Date of Birth	
Have you been convicted of a felony or been incarcerated in connection with a felony in the past seven years?					If yes, please explain:	
Military Service?	Branch		Are you a veteran?		War	
What position are you applying for?			How did you hear about this position?			
Expected Hourly Rate	Expected Weekly Earnings		Date Available			
Prior Work Experience						
	Current or Most Recent	Prior		Prior		
Employer						

Address			
City, ST, ZIP			
Telephone			
Name of Immediate Supervisor			
Dates of Employment	From To	From To	From To
Position/Job Title			
Pay			
Reason for Leaving			
May We Contact			

Education

	Name/Location	Last Year Complete	Degree	Major
High School		9 10 11 12		
College/University		1 2 3 4		
Trade School				
Other				

List any applicable special skills, training or proficiencies.

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Disclaimer - By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being hired or lead to my dismissal if hired. I also provide consent for former employers to be contacted regarding work records.	Signature	Date
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Have you ever been accused or convicted of neglect or cruelty to animals? Yes No

Are you willing to undergo a background check? Circle one Yes No

Are you willing to undergo a drug test? Yes No

Do you have pets? Yes No what kind? _____