



The Humane Society of Memphis and Shelby County (HSMSC) is a private, non-profit organization whose expenses are funded 100% by private donations and bequests from individuals and businesses, grants from foundations and trusts, and various fund-raising events. HSMSC has been providing shelter, food and medical care for thousands of neglected, abused and injured dogs and cats for 75 years. In 2007, the Society found new homes for more than 800 dogs and cats.

In March 2007, HSMSC moved into a newly built 23,000-square-foot progressive facility. A sample of services and programs include: cruelty investigation and education; Lost and Found for companion animals; low cost spay & neuter program; Kids Promoting Animal Welfare (KPAWS); abandoned, sick and injured advocacy and adoption; and extensive volunteer and foster programs.

HSMSC has an annual operating budget of approximately \$1.6 million and has 24 employees and 160 volunteers.

The Humane Society of Memphis and Shelby County is located in Memphis, TN. For more information, please visit: [www.memphishumane.org](http://www.memphishumane.org).

Please submit a cover letter and resume to [HSMSCed@gmail.com](mailto:HSMSCed@gmail.com).

## **Executive Director**

**Reports To:** Board of Directors for the Humane Society of Memphis and Shelby County  
**Compensation:** \$65-75,000

Responsible for coordinating and supervising all organization employees, departments and activities under the policies set by the Board of Directors. Develops and implements budgets, policies, procedures and strategies to deliver responsible animal care and effective, courteous animal services to the community. Serves as facility spokesperson in the community. Responsible for protection of the organization's financial assets. Strong organization skills, financial acumen and a passion for promoting the organizational Charter are required.

### **Essential Duties and Responsibilities**

- Responsible for the development and oversight of all facility departments and programs. Insures all animal care programs are administered humanely. Oversees the hiring, supervising, evaluating, disciplining, training, development and termination of all facility personnel.
- Responsible for preparation of the operating budgets and accountable for all expenditures. Reviews and approves all department budgets.
- Maintains records showing business transactions, inventories and tax information. Uses Internet and a variety of computer software programs to analyze statistical data to develop new strategies, figure projections, determine trends and prepare reports.
- Responds to personnel issues, volunteer concerns and facility procedures. Assists staff when dealing with difficult situations and resolves problems of a unique or sensitive nature. Responds to community concerns regarding animal issues.
- Develops long-range plans and strategies. Ensures that all policies, plans and programs are regularly reviewed and modified in an efficient manner. Stays abreast of current animal welfare issues as well as the changing needs of the community. Assures the shelter philosophy and mission are relevant and practiced throughout the organization.
- Represents the Humane Society as the chief spokesperson. Seeks out and maintains community contacts with government officials, agencies, civic groups, organizations, and the media. Attends pertinent workshops and seminars,

maintains membership in professional organizations and networks with other executive directors.

- Supervises development and fundraising programs.

### **Qualifications**

- Bachelor's degree, preferably in Business Administration, is required.
- Minimum of three years of executive level management experience (nonprofit experience preferred).
- Demonstrated experience in budget oversight and administration as well as knowledge of fundraising techniques.
- Demonstrated expertise with computer-based accounting management systems; QuickBooks is preferred.
- Must possess a passion for animal welfare.