



Position Profile Executive Director Longmont Humane Society

Longmont Humane Society is a private, 501(c)(3) non-profit organization serving northern Boulder County and parts of Weld and Larimer counties on Colorado's Front Range. Each year, LHS serves more than 5,000 homeless animals, and in 2007 found new homes for more than 2,000, reunited some 1,400 with their families and performed about 1,500 spay or neuter surgeries to help address the problem of pet overpopulation.

In February 2008, LHS moved into a 43,000-square-foot, state-of-the-art expansion. Renovation on the old facility is expected to be complete in August, bringing the Longmont Humane Society Allen Center to a total of approximately 58,000 square feet.

Programs and services, in addition to those mentioned above, include:

- **Foster care:** 65 local families work in conjunction with staff to care for orphaned, injured, ill and very young animals until they are ready to find new homes.
- **Behavior and training:** A three-person staff with a dedicated area of the shelter works extensively with dogs that need a little extra attention to prepare them for successful adoptions.
- **Safe keep:** LHS provides care and boarding for companion animals belonging to victims of domestic violence.
- **Paws to Listen:** Trained therapy dogs serve as non-judgmental reading audiences for school children in two local districts.
- **Spay and neuter:** A new clinic provides for in-house procedures and soon will offer low-cost spay and neuter surgeries to low-income qualified members of the public.

Longmont Humane Society's \$2 million annual operating budget is supported by adoption and contract fees, grants, bequests and most of all, individual gifts. A staff of more than 50 people and some 600 volunteers work to achieve the mission "to provide for the welfare of animals and to promote and nourish the fundamental bonds between people and animals."

Longmont Humane Society is located in Longmont Colorado. For more information, please visit: www.longmonthumane.org.

Executive Director

The next executive director of Longmont Humane Society will have the opportunity to guide this 36-year-old organization into the next step of its evolution. The successful candidate with demonstrated strategic thinking, energy and commitment to the mission of improving the lives of homeless animals will expand the organization's vision and move LHS into a leadership role on humane issues locally, regionally and even nationally. Operating out of its a new facility, the Longmont Humane Society is taking on a larger role in animal sheltering along Colorado's Front Range, serving more animals and more people than ever. The next executive director will be responsible for maintaining and improving the organization's fiscal health through fundraising and donor cultivation.

Key Responsibilities

- Solicit individuals and corporations and proactively cultivate new donors
- Help the board develop both short- and long-term vision, strategic plan and objectives to move LHS toward a leadership role in animal sheltering
- Ensure effective leadership for management staff
- Provide detailed fiscal oversight and management of LHS
- Help prepare budgets and other documents to keep the Board of Directors informed about income and expenses, services provided and outcomes
- Engage in outreach to other like-minded organizations to keep LHS up to date on industry best practices and innovations
- Represent the board and organization to the media, other agencies, government entities and the general public
- Oversee staff in the fulfillment of policies, procedures and regulations
- Maintain and update policies and procedures
- Maintain effective relationships with government agencies, other shelter organizations, referral resources and other community contacts
- Oversee management of facilities to ensure maintenance of a safe, healthy environment and preventive maintenance program

The Executive Director reports to the Board of Directors and oversees a management staff that supervises more than 50 employees. The selected candidate will provide executive leadership for the board and help members to develop strategic vision and policies to help LHS fulfill its mission. The director carries out board-adopted policies in compliance with all local, state and federal regulations and laws. The LHS Executive Director will play an active role in the development and assurance of funding for operations, endowments and capital campaigns.

What We're Looking For

Education: A Bachelor's degree, or equivalent experience, is required; an advanced degree is preferred.

Professional qualifications: The ideal candidate currently is serving as a top executive in a for-profit or non-profit organization, ideally one related to animal sheltering or humane services, or one with a mission of service to the community. Non-executive leaders at for-profit or non-profit organizations who are prepared to serve in an executive role also will be considered.

The ideal candidate will demonstrate the following abilities or traits:

- **Donor cultivation and relationships** – personal experience and comfort with soliciting individual and corporate donations and reaching out to new potential donors
- **Commitment to mission** – dedicated to “providing for the welfare of animals and promoting and nourishing the fundamental bonds between people and animals”
- **Fiscal management** – understanding of basic accounting principles and management of financial affairs; able to develop revenue sources and control expenditures to preserve financial stability
- **People management** – able to effectively lead a complex organization, manage a large staff and delegate duties effectively, as necessary
- **Shelter/humane experience** – minimum of 5 years of executive leadership background for comparable organization
- **Board relationships** – effective communication and commitment to strategic leadership in all areas of governance and board guidance
- **Planning** – experience with development and implementation of strategic and tactical plans
- **Establishing contacts** – experience in reaching out to local, regional and national resources to keep organization fully informed and connected
- **Technology development** – has actively promoted enhancements and expansion of technology, understands the crucial role of technology in the success of the mission; computer literate
- **Media/government/community relations** – able to effectively articulate goals, objectives and policy positions to the media; effective interactions with the public, community groups and government to articulate the goals, objectives and policies of an organization
- **Facility oversight** – experience overseeing short- and long-range facility plans

Longmont and the Front Range of Colorado

Longmont Humane Society lies in the shadow of the Rocky Mountains on Colorado's beautiful Front Range. The City of Longmont, with a population of near 100,000, is located about 40 miles north of downtown Denver and 10 miles from Boulder. It lies at an elevation of 4,979 feet and boasts more than 300 days of sun annually. The city is home to a diverse population featuring a strong, mixed economy bolstered by hi-tech, health care and manufacturing sectors. With the University of Colorado just down the road in Boulder, the area offers numerous cultural opportunities, from museums to a well-established Shakespeare festival. The area is nationally known for its recreation opportunities, from hiking in nearby Rocky Mountain National Park to mountain biking, equestrian activities, skiing, camping and much more. Local schools, public, private or charter, are renowned for their excellence. The Denver metro area expands all those offerings, with professional theater, big-name concert appearances and professional teams in major and minor sports. For more information on the Longmont area, go to www.ci.longmont.co.us/about/index.htm

How to Apply

Send a resume and cover letter in confidence to: directorsearch@longmonthumane.org