



Position Profile

Executive Director

Lawrence Humane Society

Lawrence, Kansas

The Opportunity

The Lawrence Humane Society in Lawrence, Kansas is seeking a dynamic, enthusiastic professional to become its next Executive Director. This Executive Director position is an outstanding opportunity to join a progressive animal welfare organization that is a recognized leader in animal sheltering across the region. This leader will oversee all aspects of the organization which is committed to placing 100% of adoptable animals into new homes by offering robust medical and behavior programs aimed at providing animals under care the resources needed to be happy, healthy, and ultimately secure new homes. Through a strong commitment to their mission, 2018 highlights for the organization include:

- Nearly 5,100 pets served with a 95% live release rate through adoptions, lost pet reunions and strategic transfers;
- 852 pets fostered;
- 1,354 animals transferred in from other shelters;
- 576 services provided to pets owned by community members;
- 3,409 pets adopted into loving homes;
- 17,360 volunteer hours served.

The Lawrence Humane Society (“LHS”) is widely valued and appreciated for the services it provides within the community. In late 2018, LHS completed a successful \$7.5 million capital campaign for the construction of a new shelter which was enthusiastically supported by private donations, sponsorships, businesses, the city of Lawrence and Douglas County. After months of anticipation, the new 20,000 sq. ft. facility opened in June, 2019 generating significant excitement and pride within the community. The shelter’s spacious, bright and open design allows for improved operational efficiencies and provides a safe, healthy environment for animals under care along with a welcoming space for individuals and groups to engage with the animals. The new shelter will allow LHS to expand its impact in the community in a variety of ways including designated meeting space for volunteer orientations and foster training; staff training; field trips; humane education classes; community meeting space and beyond. A state-of-the-art veterinary clinic that meets the American Animal Hospital Association (AAHA) standards quadruples the space of the old clinic to provide the best medical care possible to animals served. And, while the organization already has a robust volunteer base, it is expected that the new facility will expand this program even more.

For more information on the newly constructed shelter, including photographs, please view the article from the *Lawrence Journal World* announcing its opening: <https://www2.ljworld.com/news/city-government/2019/jun/08/lawrence-humane-society-moves-into-new-7-5-million-shelter/>

While proud of its history, Lawrence Humane Society’s constituents are not content with the status quo and have high expectations for the organization’s new executive as they lead ‘the next chapter’ of evolution and community impact. The Executive Director will have the benefit of a working with an experienced and passionate staff who deeply care about the welfare of animals. In addition, an engaged and committed Board of Directors is in place. Collectively, the staff and Board are dedicated to expanding the organization’s animal welfare and advocacy activities within the region for years to come, making this an exceptional professional opportunity. For more information on the LHS management/leadership team and Board of Directors, please visit: <http://lawrencehumane.org/about-us/our-team>



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The Organization

LHS is a 501(c)3 non-profit organization that provides shelter, care and advocacy for homeless and abused animals along with resources to nurture the human-pet bond for the pets and people in Lawrence and Douglas County. LHS has 30 employees, operates under sheltering best practices and is an animal welfare leader in the region that envisions a humane community where every pet has the chance for a loving home, and every pet parent has access to the resources and support they need to keep their pets happy and healthy for life. Some examples of LHS' progressive nature include special programs like HELP to assist low-income pet owners keep their dogs and cats in their home and A Dog's Day Out, giving homeless pups and members of the Lawrence community the opportunity for a day of fun and companionship. Additionally, Lawrence is excited to launch a new TNR program for feral cats that will be the first of its kind in the area.

LHS provides a variety of services including pet adoption, foster care, mobile adoption, community education and public information. The organization is governed by an 11-member Board of Directors and has an annual operating budget of \$1.9 million generated through contributions, adoption fees, donations, grants and bequests. The organization also receives funding from the City of Lawrence Animal Control and Douglas County to execute operating agreements for services provided. Popular community fundraising events include an annual Paw Valley 5K Run and Fur Ball Auction. LHS benefits from key community partnerships across the private, public and nonprofit sectors including Hills Pet Nutrition, Trinity Lutheran Pet Pantry, Home Sweet Home Dog Resort, Douglas County Community Foundation, City of Lawrence/Douglas County, area veterinarians, volunteers and others committed to the welfare of animals in the community. Further, LHS is located in the middle of a geographic region known as the Animal Health Corridor which is home to more than 300 animal health companies, representing the largest concentration in the world, offering unprecedented opportunities for collaboration (www.kcanimalhealth.thinkkc.com/). More information about the Lawrence Humane Society can be found on its website: www.lawrencehumane.org.

The former Executive Director served for four years before resigning to accept another role in the southeast part of the country. The Board of Directors has appointed an Interim Executive Director during this time of transition and has embarked on a national search to recruit a new Executive Director to guide the organization and its critically important animal welfare activities in the years to come.

Lawrence and Douglas County Kansas

Located in northeast Kansas, Lawrence is the sixth-largest city in the state with a population of approximately 94,000 and is the county seat of Douglas County, population 120,000. Home to the 28,000-student University of Kansas, Lawrence is a unique and progressive university town that benefits from a diversity of thought and opinion and a great quality of life. As the state's flagship university, KU is one of only 62 invited members of the prestigious Association of American Universities (AAU) with a number of nationally recognized undergraduate and graduate degree programs. Sports enthusiasts will recognize KU as the birthplace of basketball played in historic Allen Fieldhouse on James Naismith Court, the inventor of the game and the first head coach of Kansas basketball.

Lawrence offers a family-friendly atmosphere with affordable homes, safe neighborhoods, short commute times, excellent medical care and a diverse business climate. Lawrence public schools are ranked among the best in the state and there are multiple private school options. Residents enjoy outstanding arts and cultural attractions, numerous galleries and museums, an active live music and concert scene and university athletic and performing arts events. Outdoor recreational activities include award-winning golf courses, area lakes, public aquatic centers, and active parks and recreation offerings with an abundance of year-round youth and adult sports leagues. Ample greenspace includes 54 parks, including two-off leash dog parks, and miles of hiking and biking trails and paths that earned the city recognition from the League of American Bicyclists as a top "Bicycle-Friendly Town". Downtown Lawrence is truly unique and many



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have called Massachusetts Street – or “Mass Street” to the locals – one of the most beautiful main streets in America. As the main drag in the historic downtown district, Mass Street is home to a variety of one-of-a-kind boutique shops, outstanding dining options, cafes, pubs and live music and entertainment venues. With capital city Topeka 20 minutes west and Kansas City 30 minutes east, living in Lawrence provides residents access to all the attributes of a large metropolitan area -- such as professional sports and an international airport -- while retaining the atmosphere and charm of a Midwest town.

Lawrence has been recognized by a number of national media outlets for its quality of life. A sampling of these rankings includes:

- Top 100 Best Places to Live (*Livability.com* 2019)
- #9 Top College Destinations (*American Institute for Economic Research*)
- #8 Best City Recent College Graduates (*Business Insider*, 2019)
- Top 20 Best Small Place for Business & Careers (*Forbes*, 2019)
- Top 10 Top U.S. Cities for Bicycling (*PlacesForBikes*, 2019)

More information on Lawrence can be found on the following websites:

- Unmistakably Lawrence: www.unmistakablylawrence.com
- Lawrence Chamber of Commerce: www.lawrencechamber.com
- Lawrence Public Schools: www.usd497.org
- City of Lawrence: www.ci.lawrence.ks.us
- Douglas County: www.douglas-county.com

The Position

Location

The Executive Director position is located in Lawrence Humane Society’s offices at 1805 E. 19th Street, Lawrence, KS 66046.

Reporting Relationships

The Executive Director reports to the chair of the 11-member Board of Directors which meets monthly. Direct reports to the Executive Director include: Chief Veterinarian; Director of Development & Community Engagement; and Director of Operations with a total staff of 30. In addition to Board and staff at all levels, other important interactions include: representatives of other animal welfare organizations on a local, regional, state and national basis; elected officials and their representatives in communities served; community partner organizations; volunteers; other friends of the LHS; local veterinarians; members of the media; and the public at large.

Position Charter

The Executive Director is the chief paid administrative executive of the LHS and is responsible to the Board of Directors for the organization’s full range of activities and is accountable for the overall performance of the LHS.

Major Duties and Responsibilities

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

- Implements the mission and direction of the organization in conjunction with the Board of Directors.



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- Plans, organizes and directs programs that carry out the organization's policies, mission and goals as established by the Board of Directors.
- Directs the operational procedures of the Lawrence Humane Society.
- Creates and coordinates annual and long-term fund development plans in conjunction with the Board and other development staff; proactively participates in the development process including donor stewardship and directly soliciting donors.
- Prepares an annual budget in conjunction with the Finance Committee, operates the organization within the limits of the total approved budget, and informs the Board of the monthly status of the organization's financial position.
- Oversees the handling, treatment and welfare of all the animals admitted to the care of the Lawrence Humane Society.
- Manages the recruiting, hiring, development, employment, evaluation and discharge of all employees.
- Controls and monitors all purchases and manages other fiscal and property resources as directed and authorized by the Board.
- Serves as liaison between the Board and the public, and between the Board and other agencies or organizations. Raises any contentious or controversial external contacts to the Board.
- Establishes/maintains relationships with government agencies, referral sources and other shelter organizations establishing proper transfer procedures for animals entrusted to the care of the Lawrence Humane Society.
- Manages the maintenance of facilities, grounds and equipment.
- Negotiates contracts and other business matters for approval by the Board.
- Prepares reports and other records as required by the Board.
- Performs other tasks and duties as may be assigned from time to time by the Board.

Compensation

The Executive Director is expected to earn an attractive compensation package; appropriate benefits and some relocation assistance will be provided.

The Candidate

Education

A Bachelor's degree is strongly preferred; advanced degree is a plus. If a candidate is currently working in the animal welfare field, the Certified Animal Welfare Administrator designation is desirable.

Professional Qualifications

The ideal candidate will have a minimum five to ten years progressively responsible experience, including minimum of two years management experience, working as the top executive within a progressive animal welfare environment such as an animal shelter, humane society, animal rights, wildlife rehabilitation center or related organization; experience as a "#2" or other senior-level executive at a larger like-enterprise as noted above. Alternative experience could include senior-level executive within a complex, nonprofit organization with a mission of service to the community.

A proven track record of success in creative fund development (annual, membership, planned giving) along with Board interaction and experience leading large numbers of volunteers is required. A sincere and demonstrated interest in and knowledge of the philosophy of animal welfare is expected through career choice or personal volunteerism.

Preferred Knowledge, Skills and Abilities

- **Executive leadership/management acumen** (dynamic leader with a vision; demonstrated background of managing and developing staff; inclusive while providing necessary direction).
- **Fundraising** (experience with multiple funding activities for nonprofits including annual funds, capital campaigns, grant writing, planned giving, special events; personal experience successfully soliciting individual and corporate donors).
- **Shelter operations** (demonstrated knowledge of animal intake, evaluation, kenneling, adoption, customer service, end of life situations).
- **Community partnerships** (has built effective relationships in communities served; experience building coalitions with partner organizations, public officials, advocacy groups and the public at large to actively promote the organization's mission, programs and services).
- **Budget management** (fiscally astute; demonstrated ability to develop revenue sources and control expenditures so as to preserve financial stability; experience with interpretation, forecast and management of financial statements).
- **Board relationships** (significant involvement with Board recruitment and development, governance issues; has led and inspired Board Committee members in their organizational functions).
- **Volunteer organization experience** (appreciates the value of voluntary operational structure; proven ability to motivate and utilize volunteers).
- **Planning** (proven track record of successfully developing/executing operational and strategic plans; able to envision "the big picture" and lead an organization toward the future).
- **Traditional/social media and public relations** (experience as spokesperson with media to effectively articulate mission, goals, objectives and policy positions through all forms of media).
- **Established contacts** (has developed and maintained regional and national connections with other shelter/humane organization/nonprofit thought leaders).
- **Facility management** (demonstrated knowledge of building and facility management).
- **Government relations/advocacy** (has interacted with local, state and regional elected and appointed representatives and government organizations).

Desired Personal Traits

- **Commitment to mission** (demonstrated passion for mission of animal welfare in its many forms).
- **Communication skills** (good listener; excellent written and oral communication skills; comfortable in public speaking roles, proactive in style whenever possible).
- **Ethical** (possesses honesty, integrity and the highest ethical and moral standards; trustworthy).
- **Critical thinker** (ability to make decisions while exhibiting sound and accurate judgement).
- **Dynamic leader** (embraces changes in the industry; leads culture of creative problem solving).
- **Energetic** (genuinely enthusiastic; can rally others around the mission; strong personal work ethic).
- **Organized** (able to manage multiple high priority projects simultaneously to meet or exceed established goals and objectives).
- **Professionalism/executive presence** (credibility; able to earn respect of Board, staff, community; walks the talk and takes responsibility; known as "the leader" of the LHS and active in community).
- **Teamwork** (recognizes many parties are necessary to accomplish big things; speaks of "we" first, not "I"; relishes in sharing credit with others; willing to roll up sleeves and assist in getting the work done).
- **Servant leader** (proactive in identifying and meeting the needs of the Board, staff and the community; a good steward of resources).
- **Results-oriented** (proven track record of "getting things done"; holds self and others accountable).
- **Visionary** (leading-edge thinker who provides ideas and serves as a catalyst for change when appropriate; able to envision nontraditional solutions to issues).
- **Political acumen** (highly developed diplomatic skills; able to maneuver through sometimes complex situations effectively and quietly).



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Opportunities/Challenges

Key accomplishments for the new Executive Director in the first year and beyond include:

- Become completely familiar with all operating aspects of LHS including staff, finances, programs and services, community, Board members and committed volunteers.
- Establish presence as Executive Director; develop and maintain outstanding working relationships with public and private sector community partners; become known as “the face” of the LHS within the community.
- Continue to strengthen all aspects of the LHS organization; operations, programs and services, staffing, technology, community interaction. Implement and/or make recommendations on enhancements and changes to continue upward trends in operational metrics such as animals served/adopted, surgical procedures and so forth.
- Continue momentum of the successful transition to the newly constructed facility and use as a springboard for increasing community outreach opportunities such as pet/owner education, volunteer training, public spay/neuter and other programs and services.
- Continue active and effective fund development for ongoing operations and new programs and services, aware of potential “donor fatigue” coming off recently completed capital campaign. Seek to expand the existing donor base through direct giving, planned giving and other fundraising activities.
- Encourage staff members in their professional development. Actively and intentionally coach and mentor staff as needed to help them feel more invested in their roles while providing opportunities for advancement into other areas of the organization and seeking to enhance overall team orientation.

The Executive Director position is an outstanding opportunity for an enthusiastic and committed executive to lead an organization focused on animal welfare that is proud of its history, yet not satisfied with the status quo and ready to move to the next level of impact. A dedicated group of community partners and volunteers combined with a highly successful capital campaign are strong evidence of the passion for animal welfare within the community. The organization’s new, state-of-the-art facility is generating a great deal of excitement and forward momentum that the new Executive Director, working in conjunction with the Board and staff, can capitalize on to move the organization to even higher levels of impact within the community. LHS is already viewed among peer organizations as a leader in the shelter field and this role is an excellent opportunity to network with other mission-focused animal welfare partners in a cooperative effort dedicated to improving the lot of animals within the community and region in the years to come.

Contacts

If you are aware of an outstanding executive who meets these requirements and would be interested in evaluating this dynamic opportunity, please contact WAVERLY PARTNERS, the executive search firm retained by the Lawrence Humane Society on this search.

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