



Chief Executive Officer

Humane Society of Boulder Valley
2323 55th Street, Boulder, CO 80301



ADISA

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ABOUT THE HUMANE SOCIETY OF BOULDER VALLEY

It is the mission of the Humane Society of Boulder Valley to protect and enhance the lives of companion animals by promoting healthy relationships between pets and people. We were founded on the strength of this mission more than a century ago in 1902, yet it holds true today as we, both in our daily work and through our partnerships with other animal welfare organizations, counter animal neglect and cruelty and create opportunities to spark and deepen those vital, enriching relationships.

The Humane Society of Boulder Valley provides shelter and care to more than 7,000 animals annually, with 95 percent of these animals being successfully adopted or reunited with their guardians. Our success as an organization is created and supported through our robust and innovative services and programs:

- **Our transfer program** enables us to provide a greater variety of animals to our adoption clients while simultaneously supporting more than 50 animal welfare agency partners in providing care and services for homeless pets.
- **Our behavior modification program** supports the behavioral and emotional health of shelter dogs and cats that present with behavioral complexities to best prepare them for future success.
- **Our shelter medicine program** focuses on providing quality and compassionate medical services to shelter animals, and sets an example for other shelters and up-and-coming veterinary professionals across the country for consistency and excellence in shelter medicine.



In addition to the resources dedicated to our shelter animals, the Humane Society of Boulder Valley offers a variety of services open to the public to support the needs of pets and families living in our community and beyond:

- **Our training and behavior center** offers group classes, one-on-one consultations, as well as public workshops and classes for dogs and cats, their families, and the advanced learning of other training and behavior professionals in our community.
- **Our full-service veterinary hospital** can provide pets with a lifetime of wellness and prioritizes providing critical services and veterinary care to low income families. Revenue generated by the Veterinary Hospital directly funds health care for homeless animals.
- **Our safety net programs** ensure that existing healthy relationships between people and their pets are supported in times of hardship and crisis.



The Humane Society of Boulder Valley is a private, nonprofit organization that is not operated or funded by any national humane organizations or government agencies and relies on contributions from our generous supporters to bring our services to the community.

OUR VALUES

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| Kindness | Every decision and action we take is motivated by our belief that animals are their best selves when they are part of a healthy relationship. We build trust by giving our animals the freedom of choice and encouraging expressions of joy. We reinforce moments that spark the development of new and healthy relationships between pets and people. |
| Trust | We have confidence in the good intentions of our colleagues, and we strive to create an environment in which we are safe to be vulnerable and authentic in our daily interactions. Giving each other the benefit of the doubt lays the foundation of new relationships and sustains and deepens existing ones. |
| Optimism | We choose to be joyful and find the opportunities within each challenge. Our positive outlook fuels and sustains us. |
| Humility | We are quick to celebrate our colleagues' achievements and strengths and understand they complement our own talents and areas for growth. Our self-awareness, appreciation and generosity promote a culture of respect and kindness. |
| Collaboration | We proactively develop strong working relationships with our colleagues because our soundest decisions result from open and thoughtful dialogue. We are considerate of the impact our actions have on others, and we use appreciative and respectful inquiry to gain understanding. |
| Ingenuity | We are agile and adaptive, proactively evolving to meet the challenges of the future by identifying and removing barriers and creatively shaping new solutions. We embrace change as vital to our continued success, and we are empowered to take thoughtful risks to fulfill our mission. |



THE OPPORTUNITY

The chief executive officer (CEO) is a visionary leader whose decision-making skills and strategic initiatives reflect a commitment to the mission of the Humane Society of Boulder Valley (HSBV). Serving as a dynamic liaison between the organization and the public, staff, volunteers, community leaders, government officials, veterinary community, animal welfare organizations, media, donors and other constituents, the CEO promotes the mission, vision and policies of the organization as established by the board of directors. The CEO is responsible for the administration of all programs and services of HSBV and has a strategic vision for, and ability to execute, the plans and policies of the organization. S/he possesses a thorough knowledge of current companion animal issues, exceptional people skills, an appreciation for staff and volunteers, and the ability to motivate and educate those with whom s/he comes in contact.

ESSENTIAL RESPONSIBILITIES

BOARD DEVELOPMENT AND PARTNERSHIP

- Serves as chief executive officer of HSBV and is directly responsible to the board of directors.
- Coordinates the development and involvement of the board of directors in setting and achieving HSBV's strategic goals.
- Serves as liaison between the board of directors and the staff.
- Maintains ongoing communication with board members through written information and meetings.
- Attends board meetings, fundraisers and appropriate committee meetings.
- Arranges for board training when requested.
- Develops board meeting agendas with the board chair.
- Implements policies adopted by the board of directors.
- Is well acquainted with and adheres to the principles, purposes and objectives of HSBV as set forth by the board of directors and as contained in HSBV's bylaws, board policies, and core values and position statements.

STRATEGIC PLANNING

- Initiates and coordinates HSBV strategic planning.
- Conducts and monitors the evaluation of operational and strategic plans to ensure satisfactory progress toward goals.
- Oversees the planning, development, implementation and evaluation of HSBV programs and services.
- Recommends strategic direction and executes plans that inform and educate the staff and the public regarding HSBV's mission, goals, activities.
- Develops and cultivates HSBV's core values among staff and stakeholders; ensures that position statements are developed, and associated actions are integrated into daily operations.

FUNDRAISING AND COMMUNITY RELATIONS

- Oversees HSBV's fundraising activities with particular emphasis on major gift cultivation and solicitation, corporate sponsorship and planned giving.
- Provides guidance to the director of philanthropy with regards to overall fundraising strategy and revenue sources.
- Provides guidance to the marketing and community relations team on overall public relations strategies and messaging.
- Develops and maintains positive public relations for HSBV and acts as the spokesperson for the organization.
- Promotes and increases the visibility of HSBV to funders, professional groups, businesses and others through involvement in community affairs.
- Communicates with the media.
- Resolves interagency disputes and escalated client grievances.

PERSONNEL LEADERSHIP

- Provides leadership for HSBV personnel and exemplifies HSBV's internal values of kindness, trust, humility, optimism, collaboration, and ingenuity.
- Resolves formal personnel grievances and supervises internal conflict management pursuant to the grievance procedures established by the board of directors.
- Recruits, hires, trains and mentors HSBV's leadership team.
- Guides staff development and professional growth.

OPERATIONAL PROGRAMS AND SERVICES

- Ensures proper care and treatment of animals that are entrusted to HSBV.
- Reports to the board of directors on the status of HSBV's operations and programs and recommends appropriate policies for consideration.
- Ensures the maintenance and appropriate improvement of the facility and equipment.
- Oversees and approves utilization of the building fund.
- Adheres to a wide range of federal, state, county and city regulations that govern the operation of HSBV.

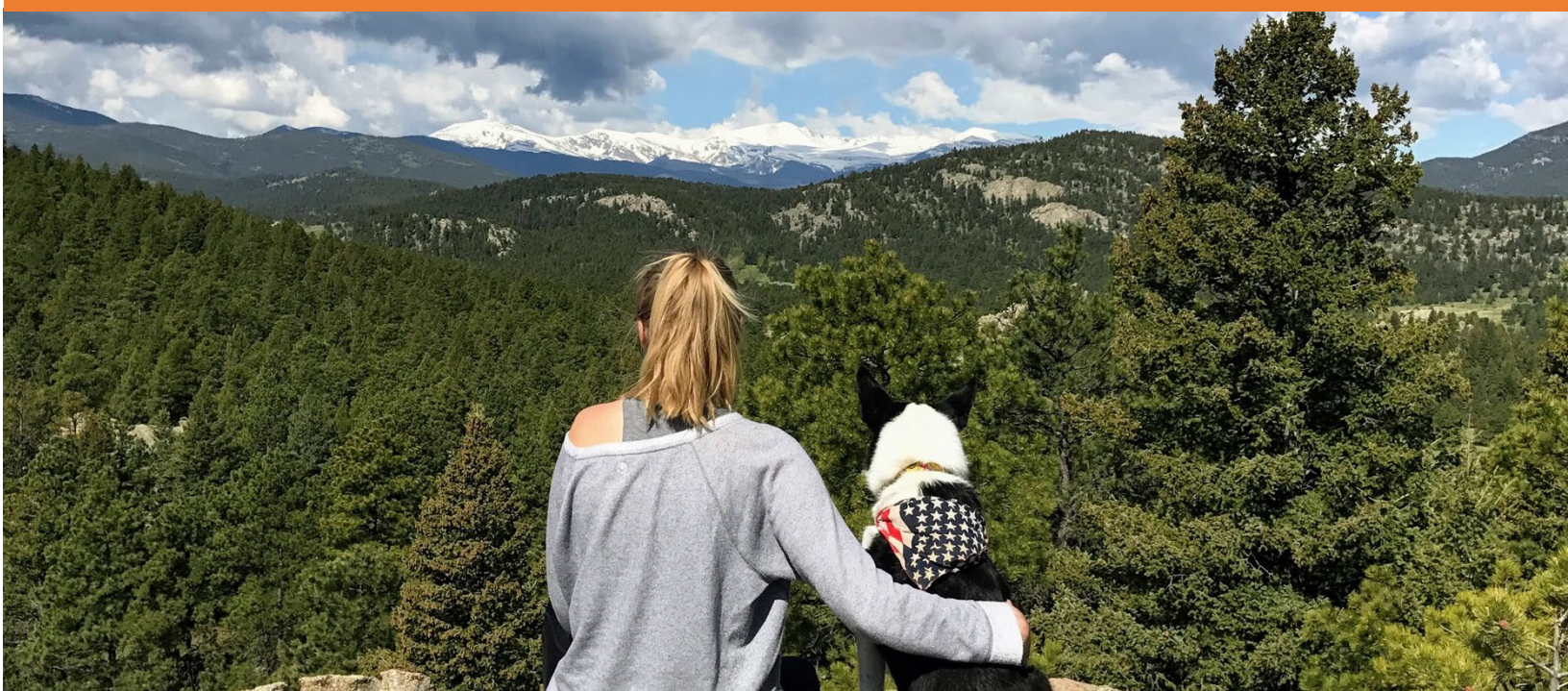
- Ensures ongoing compliance with the Colorado Department of Agriculture's Pet Animal Care Facilities Act (PACFA).
- Oversees record keeping of all proceedings of HSBV, including planning, personnel, and fiscal matters.
- Develops and maintains an in-depth understanding of all aspects of current companion animal issues.

BUDGETING AND FINANCE

- Develops HSBV's annual budget for board approval and makes every reasonable effort to operate within the board-approved budget.
- Ensures accurate forecasting throughout the fiscal year and takes appropriate action to maintain the fiscal health of the organization.
- Responds to major fluctuations in the fiscal health of the organization in a timely manner.

INDUSTRY COLLABORATION

- Participates with other agencies in cooperative endeavors to further HSBV's mission
- Maintains active memberships in professional humane organizations.
- Advocates for the legislative interests of HSBV and its mission at the local and state level.





QUALIFICATIONS AND PROFESSIONAL EXPECTATIONS

- Bachelor's degree preferred, or equivalent experience.
- Minimum of 5 years' experience in a substantial leadership role, either reporting directly to or working closely with a Board of Directors is expected.
- Demonstrated knowledge of non-profit administration, including board management and maintenance of tax-exempt status.
- Animal welfare experience preferred.
- Demonstrated knowledge of and experience in
 - Personnel management
 - Business administration
 - Promotion and fundraising
 - Finance, accounting, and budgeting
 - Contract negotiations
 - Risk management
- Certified Animal Welfare Administrator (CAWA) preferred

COMPENSATION AND BENEFITS

Our generous benefits package includes paid time off, health insurance, dental and vision plans, life insurance, disability insurance, flexible spending accounts for health care and dependent care expenses, retirement plan with discretionary employer match, and public transportation benefits. Employees also receive discounts on pet supplies, pet food, training classes and veterinary care.



LIVING IN BOULDER



Just 30 minutes from Denver, tucked into the foothills of the Rocky Mountains, acres of vast open space roll into Boulder's quaint cityscape. *National Geographic* and the "Today" show recently recognized Boulder as "The Happiest City in the U.S.." Boulder has also earned a spot on Gallup's "Highest Well Being Communities" list for several years running.

Boulder residents enjoy 300-plus days of sunshine a year—perfect weather for exploring the hundreds of miles of hiking and biking trails or some of the best rock climbing spots in America. Take a simple stroll with the family down the historic Pearl Street Mall, rent a B-cycle bike and ride along the 300-plus miles of bike paths, or hang out by Boulder Creek for some great people watching. Boulder has preserved more than 45,000 acres of open space, much of which surrounds the city and helps maintain its geographical boundaries.

The University of Colorado sits in the heart of Boulder and educates more than 30,000 students each year. On its western side, it meets the city's University Hill business district, which is home to an eclectic group of shops and eateries.

Boulder is considered the high desert, with an altitude of 5,430 above sea level. This elevation ensures a mild climate with very little humidity in the summer and winter months. The warmest month is July with an average daytime temperature of 87 degrees Fahrenheit. January is the coldest month in Boulder, with an average daytime high of 45 degrees. Boulder's annual snowfall average is 89 inches.

Sources: www.bouldercolorado.gov, www.bouldercoloradousa.com





TO APPLY

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

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240-447-8616

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.

The Humane Society of Boulder Valley offers equal employment opportunities to all qualified applicants and employees without regard to an individual's race, color, creed, sex, sexual orientation, gender variance, marital status, family status, age, national origin, disability, medical condition, ancestry, or military status.

A pre-employment background check and drug screen are required for all positions.