



## IndyHumane Chief Executive Officer

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Serving Indianapolis and the surrounding counties since 1905, the Humane Society of Indianapolis (IndyHumane) provides vital services to animals and people alike through sheltering and adopting animals, providing positive reinforcement behavior training for adoptable animals through our behavior programs, and outreach through our community and shelter programs.

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### **Position Summary:**

The CEO of IndyHumane will conduct overall management of the organization. They will be responsible for the organization's mission and overall financial stability. Acting as the key spokesperson and leader of IndyHumane, they will be tasked with fostering and maintaining community, corporate and board relations. The CEO will be held accountable for this by the board of directors.

The following areas address the key performance measurements of this role:

1. Fundraising and Resource Development
2. Strategic Planning
3. Fiscal Management
4. Program Administration and Operations

### **Work Environment:**

The work environment is a casual office environment. There will be occasion for formal meetings both offsite and at our location. As an animal shelter, certain areas of our building/campus can be loud. The role will require sitting or standing for long periods of time.

### **Qualifications:**

Clear Communicator, excellent collaborator, open-minded, approachable, transparent, high ethical standards, growth mindset, decisive and creative

### **Essential Position Duties & Responsibilities**

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

#### **Fundraising and Resource Development:**

It is the duty of the CEO to inspire others to give their time, treasures, and talents to the organization through volunteer and Board Member recruitment, fundraising initiatives, and the improvement of donor relations. We expect this individual to:

- Have a strong understanding of the day to day routines and requirements of a shelter and/or animal welfare
- Effectively work with a Board of Directors and have previous experience in the nonprofit sector
- Ensure that the Development Team creates and effectively implements an annual fund raising plan which will meet the immediate and long-term fund raising needs of the organization

- Collaborate with representatives of other animal welfare organizations, local businesses and community groups to develop relationships, implement programs, and improve donor acquisition
- Present new income opportunities to the Board designed to increase operating revenue through both innovative and established channels (i.e. social media, radio, search engine optimization)
- Maintain relationships with existing and prospective donors
- Understand capital campaign components and conduct major gift solicitations

#### Strategic Planning:

The CEO will partner with the Board to develop strategic initiatives and action plans by:

- Working with the Board to develop and implement appropriate goals and strategies to advance the mission of the organization
- Leveraging the knowledge, resources and contacts of the Board Members and their individual areas of expertise
- Identifying the organization's strengths and weaknesses by keeping informed on animal welfare industry trends, opportunities and threats and adapt strategies to changing conditions
- Working to identify staffing opportunities in order to launch new programs or services, improve efficiencies and/or expand organization success
- Employing outside consulting help when applicable for analysis, support and the implementing new programs/services

#### Fiscal Management:

The CEO works with the Chief Financial Officer to oversee financial and budgetary planning that aligns with the goals and strategic needs of the organization. Our CEO will:

- Demonstrate the ability to establish an annual budget and work within budgetary guidelines
- Explore efficiency and expense management opportunities
- Possess knowledge of financial statements, financial reporting and summaries
- Provide oversight in the preparation of financial reports, budgets, summaries, and will monitor compliance of expenditures within approved budgetary constraints
- Oversee the negotiation of service contracts

#### Program Administration and Operations:

Because the CEO has oversight of operations, personnel, financials, programs, donor stewardship, retail, fund raising, marketing and communications, the CEO is responsible for:

- Reporting to the Board regarding any challenges, animal welfare market changes, competition and successes facing the animal welfare industry
- Providing guidance to the Board for both short and long term needs for growth and sustainability
- Suggesting methods to improve, adapt and strategically enhance programs and services
- Attracting, hiring and retaining a diverse and competent team of staff and volunteers
- Ensuring that the organization has in place sound risk management policies, adequate insurance coverage, accounting payroll and cash management system, appropriate personnel policies and system for staffing all in accordance with good accounting practices, audit compliance, shelter accreditation and employee safety standards
- Planning for appropriate use of technology and efficient space management
- Providing staff oversight for operations including management of staff and volunteers which includes mentoring, motivating, hiring, termination, and required reviews

- Assuring that the facility is maintained in a manner to provide safety for the animals, staff and volunteers
- Pledging to the continuing education of the public with regards to animal care

To apply for this position please send resume and cover letter to Bettye Ellison at [bellison@indyhumane.org](mailto:bellison@indyhumane.org)

***IndyHumane – Equal Opportunity Employer***

*This position description does not constitute a contract of employment and IndyHumane may exercise our employment-at-will rights at any time.*