



CHIEF EXECUTIVE OFFICER – JOB DESCRIPTION

POSITION SUMMARY

The Chief Executive Officer (“CEO”) is responsible for all day-to-day functions and operations of the Humane Society of Southern Arizona (“HSSA”). While the CEO is the leader of the organization, s/he serves various constituencies including, without limit, the animals in HSSA’s care, HSSA’s employees, the community, HSSA’s benefactors, and the HSSA Board of Directors. The CEO is responsible for ensuring all work and business performed by HSSA is undertaken in a judicious, fair, and ethical manner, consistent with HSSA’s policies and procedures, in compliance with law, and serves all HSSA’s stakeholders to the greatest extent possible. The CEO position requires long and flexible hours (including during weekends and holidays) and, ultimately, is primarily tasked with directing and steering HSSA towards achieving its objectives.

ESSENTIAL FUNCTIONS

- Must express and demonstrate a sincere compassion for animals and passion for animal welfare issues
- Supervises and assists direct reports with the execution of their job functions, maintains familiarity with job functions and work of direct reports
- Ensures all employees adhere to HSSA’s policies and procedures, reasonably assists direct reports with the enforcement of same
- Fosters and maintains a work environment that is fair, welcoming, and attracts and retains diverse and top-quality employees, ensures good and professional relationships amongst employees
- Responsive to issues/concerns that may arise at any time, including outside of office hours and weekends/holidays
- Typically acts as the spokesperson / representative of HSSA to the community, represents HSSA in a positive light
- Engages benefactors and community partners in a meaningful manner and strongly supports HSSA’s education and fundraising efforts, as well as its overall objectives
- Fosters and maintains good relationships with the media, government agencies, animal-welfare groups, and any other persons/entities who may assist HSSA in achieving its objectives
- Accurately reports on a monthly basis to the Board of Directors the general status of HSSA and any pending or upcoming concerns, issues, and events
- Works with direct reports to ensure HSSA’s care of animals is beyond reproach
- Supports and promotes the advancement and enforcement of animal anti-cruelty measures in law
- Works with other employees and advisors to establish appropriate short and long-term financial forecasts and budgets, ensures HSSA adheres to same
- Willingly assists the public and HSSA staff in all HSSA programs and events
- Executes on the instructions and direction of the HSSA Board of Directors

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Animal-welfare and non-profit industry/community

- Laws and regulations relating to the care of animals
- Laws and regulations relating to the management and supervision of employees
- Complex financial budgeting and reporting standards
- General community needs, resources, and trends in relation to animal welfare issues

Skills:

- Strong leadership skills, use of superior discretion and judgment
- Exceptional time management
- Excellent communication proficiency
- Capable of proactively and professionally addressing difficult issues and garnering trust

Ability to:

- Resolve problems without worrying about who gets the credit
- Work in a fast-paced, highly motivated atmosphere and multitask
- Prioritize work, set deadlines, and complete projects on a timely, efficient basis
- Learn tasks independently and apply previous experience to develop new techniques and systems
- Work collaboratively with employees, community members, benefactors, vendors, and Board of Directors
- Lift 50 pounds and be able to work directly with animals that may weigh in excess of 100 pounds
- Travel between HSSA locations, events, and as may be necessary for execution of duties – valid driver license required
- Challenge processes to ensure continued improvement, efficiencies, and progression

MINIMUM EDUCATION, EXPERIENCE AND TRAINING

- 4-year degree (B.A. or B.S. minimum) in a germane field
- 10 years of relevant animal-welfare experience
- Prior experience in a leadership role at an animal-welfare and/or non-profit organization

Preferred:

- Post-Graduate degree in germane field
- Prior experience as an executive in an animal-welfare organization and/or non-profit
- Information Tech / Database Experience (preferably Salesforce)

PRE-EMPLOYMENT

Pre-employment Drug Testing Required: Yes

Pre-employment Background Required: Yes

Reports to:	Board of Directors	FLSA:	Exempt
Location:	HSSA Campus – Roger Rd.	Status:	Full-Time
Reviewed:	09/19	Created:	09/19
Supervises:	Direct reports / Enterprise		

PHYSICAL, MENTAL, ENVIRONMENTAL REQUIREMENTS

Physical Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Repetitive Motion	Repeating movements of arms, hands, wrists, fingers				X
Talk	Express or exchange ideas verbally				X
Hear	Perceive sound by ear				X
See	Obtain impressions through the eye				X
Kneel	Bend legs at knee, come to rest on knees		X		
Crouch/Squat	Bend body down and forward, bending legs and spine		X		
Crawl	Move on hands, knees, and feet		X		
Climb	Ascend/descend ladders, stairs, ramps		X		
Sit	Sit				X
Stand	Stand			X	
Walk	Move about on foot; average distance per shift 3-5 miles			X	
Bend/Stoop	Bend downward and forward by bending spine at waist			X	
Lift	Raise or lower object > 10 lbs. from one level to another			X	
Lift	Raise or lower object > 25 lbs. from one level to another			X	
Carry	Transport an object			X	
Push	Press with steady force, thrust objects forward, downward, outward		X		
Pull	Drag or tug objects		X		
Turn/Twist	Move a body part in circular motion			X	
Balance	Exceeding ordinary body equilibrium		X		
Reach	Extend hands and arms in any direction			X	
Handle	Seize, hold, turn with hands			X	
Distinguish Color	Ability to distinguish color				X
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand				X
Grasping	Applying pressure to an object with the fingers and palm			X	
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture			X	
Mental / Cognitive Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas				X
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas				X
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing				X
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols				X
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations				X
	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations				X

Environmental Conditions	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes				X
	Subject to outside environmental conditions – no effective protection from weather		X		
	Activities occur inside and outside		X		
	Subject to extreme cold (typically below 32°)	X			
	Subject to extreme heat (typically above 100°)		X		
Atmospheric Conditions	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation		X		
	Worker is required to wear a respirator	X			
Noise	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level		X		
Vibration	Exposure to oscillating movements of the extremities or whole body	X			
Hazards	Proximity to moving mechanical parts, moving vehicles, electrical current		X		
	Working on scaffolding and high places	X			
	Exposure to chemicals	X			
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids	X			
	Worker is required to function in narrow aisles or passage ways		X		
	Worker is exposed to infectious diseases		X		
	Worker is required to function around prisoners or mental patients		X		

Physical Requirements Checklist

- SEDENTARY**
 - Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
 - Sitting most of the time.
- LIGHT**
 - Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
 - Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.
- MEDIUM**
 - Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- HEAVY**
 - Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- VERY HEAVY**
 - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

This position description is intended to indicate the basic nature of the position(s) allocated to this class and examples of typical duties that may be assigned. Any one position may not include all of the duties listed, nor do any listed examples include all tasks, which may be found in positions of this class. This position description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer as the needs of the employer change and/or requirements of the job-related duties expand or are updated.