



## Executive Director

### Lemhi County Humane Society – Salmon, Idaho

#### Position Summary

The Executive Director is the Chief Executive Officer of the Lemhi County Humane Society (LCHS). Reporting to the Board of Directors, the Executive Director is responsible for the organization's consistent achievement of its mission, financial health, and operational effectiveness. This role demands strong leadership, exceptional organizational skills, and a deep passion for animal welfare and community service.

**Salary:** \$55,000 per year or commensurate with experience

The top priorities for this role are:

1. **Fundraising** – Develop and execute strategies to ensure financial sustainability.
2. **Supervision** – Lead and manage staff and volunteers to uphold organizational standards and mission.
3. **Administration** – Oversee the day-to-day operations, including financial management, facilities, and compliance.

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## Key Responsibilities

### Organizational Leadership & Administration

- Oversee daily operations of LCHS, ensuring smooth and efficient administrative functioning.
- Manage accounts payable and receivable, payroll, donor acknowledgments, and recordkeeping.
- Maintain official records and ensure compliance with all federal, state, and local laws and regulations.

- Direct and delegate regular infrastructure maintenance and address emergencies promptly.
- Collaborate with the Board to develop strategic plans and ensure the organization is consistently moving toward its mission.

## **Fundraising & Financial Management**

- Develop and implement an annual fundraising strategy to secure adequate funding from diverse sources, including grants, donations, events, and sponsorships.
- Cultivate and maintain relationships with donors, grant-makers, local businesses, and community partners.
- Prepare the annual budget with the Finance Committee and manage the organization within budgetary constraints.
- Provide timely financial reports and forecasts to the Board of Directors.
- Lead major fundraising events and campaigns, ensuring community engagement and financial success.

## **Supervision & Human Resources**

- Recruit, hire, train, supervise, and evaluate all staff and volunteers.
- Ensure job descriptions are up to date and performance evaluations are conducted regularly.
- Promote a positive, inclusive, and mission-driven work environment.
- Foster professional development and volunteer engagement.
- Maintain a team structure that allows for continuity and succession planning.

## **Community Relations & Advocacy**

- Serve as the primary spokesperson and advocate for the organization in the community.
- Build and maintain collaborative relationships with other nonprofits, agencies, and community groups.
- Increase awareness of LCHS's mission and services through public presentations, events, and media outreach.
- Promote the work of the organization to increase visibility, support, and adoption of humane values.

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## Qualifications

- Proven leadership experience in nonprofit management or a similar executive role.
- Demonstrated success in fundraising, donor relations, and financial oversight.
- Strong background in team management, supervision, and volunteer coordination.
- Excellent written and verbal communication skills.
- Ability to prioritize and manage multiple responsibilities under pressure.
- Familiarity with animal welfare or related fields is preferred but not required.
- Proficiency in Microsoft Office, QuickBooks, donor databases, and other relevant software.

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## Working Conditions

- This is a full-time, salaried position.
- Occasional evening and weekend work is required, particularly around events or emergencies.
- Must be able to respond promptly to urgent issues affecting animals, staff, or facilities.

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## To Apply

Please submit a resume and a cover letter detailing your qualifications and passion for the mission of the Lemhi County Humane Society, and three professional references to [director@lemhicountyhumanesociety.org](mailto:director@lemhicountyhumanesociety.org). Review of resumes will begin August 26.