



Executive Director Opportunity

Second Chance Humane Society
177 County Road 10
Ridgway, CO 81432

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Search Committee

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ABOUT SECOND CHANCE HUMANE SOCIETY

Located in picturesque Ridgway, Colorado, Second Chance Humane Society (SCHS) creates a culture of compassionate care, community engagement and advocacy for animals by providing programs and education that support people and companion animals. SCHS is a beloved community resource and home to a 52 acre ranch shelter location that provides adoption services as well as community veterinary care to the three county region and offers opportunity for leadership in animal welfare in the state and beyond.

Founded in 1994, SCHS is committed to progressive lifesaving programs. In addition to core services of animal sheltering and adoptions for upwards of 500 animals every year, SCHS offers several programs such as:

COMMUNITY VETERINARY CARE: SCHS's Community Veterinary program assists pet owners by providing services they otherwise could not access to help them retain their pets in good health. This program is offered onsite at our Angel Ridge Ranch as well as through our mobile services in partnership with other agencies. This program offers spay/neuter, preventative, wellness and some sick care. This is a growing program and focus of our organization.

COMMUNITY CAT PROGRAM: Community cats are unowned, free-roaming cats that live and function well in their outside environment and who would be unlikely candidates for a typical pet cat home based on their social desires. SCHS's Community Cat Program provides caring community members the

Living Better Together.

Our Belief: People & Pets Live
Better Together

Our Mission: Connecting Pets,
People & Community While Saving
Lives



ability to access spay/neuter and vaccine services for these cats and lends humane traps to facilitate the community volunteerism in reducing stray cat populations while supporting a life affirming outcome for these animals.

HUMANE EDUCATION: SCHS provides humane education curriculum and presentations in schools or various venues throughout the region as well as offering onsite shelter tours & humane education programming. In Pets Turning Pages, SCHS brings pets into school classrooms for students to gain reading support by reading to a dog while providing great socialization and exposure for shelter pets.

RESCUE PARTNERS: SCHS partners with other animal welfare organizations in the region to carry out shared missions of community care and animal lifesaving.

FOSTER PARTNERS: Foster partners care for an animal in their home for a limited amount of time, often while the pet recovers from an illness or injury, is too young for adoption or those animals who need the extra socialization and care the home environment offers.

PET COLUMN: Published weekly in local newspapers and online magazines discussing important animal care issues and promoting the human-animal bond.



FOOD BANK / PET PANTRY: SCHS offers pet food to income qualified residents of three counties. Cat litter and other supplies are sought and distributed for this program as well. Referral or proof of low income/government assistance is required.

TRAINING CLASSES: SHCS offers dog training classes and behavioral assistance to the community. These services are offered with the goal of enhancing the bond between people and their pets.

LOST PET PREVENTION & SUPPORT: SCHS offers information to prevent and mitigate lost pet situations and coaching in lost pet behavior and other support to help reunite families in this very stressful time.

MEMORIAL GARDEN: Promoting the human-animal bond is one of the most important things we do here at Second Chance. We believe in the power of unconditional love we share with our pets and are forever grateful for each one of these furry family members who enrich our lives, even long after they are gone.

DOG FOR A DAY: The community is invited to spend the day with a shelter pet such as going for a hike, walking around town, taking them to the office, or going on a camping trip with a four legged friend.

THRIFT SHOPS: SCHS operates two thrift shops, one in Ridgway and one in Telluride, Colorado. These thrift shops are important sources of funds to operate our shelter and programs.



THE OPPORTUNITY

Reporting to the board, the executive director (ED) is the primary management leader of SCHS and is responsible for providing strong leadership for the overall direction, coordination, performance, evaluation, and fiscal stewardship of the organization as guided by the mission, policies and strategic priorities.

The ED serves as the liaison among the board, staff, volunteers, key stakeholders, elected officials, government officials and citizens of the region. The ED is responsible for the administration of all programs and services of SCHS and has the capacity to develop a strategic vision for, and the ability to execute, the plans and policies of the organization.

The ideal candidate will have a thorough understanding of companion animal issues and have leadership experience in an animal management environment. They will also demonstrate a knack for business, strong people skills and emotional intelligence, being able to work up, down, across the organization to achieve goals. They will have experience working with a board of directors, staff and volunteers, and the ability to develop and nurture relationships with key stakeholders and donors.

Fundraising and experience building strong, effective partnerships with community organizations and other within-field agencies a plus.

Principal Duties and Responsibilities

The ED will partner with the Board to grow the organization's base of support while managing day-to-day operations for mission success. Priorities include the following:

Provide leadership & direction	Provide leadership to the development of a strong staff team committed to high quality, reliable, trustworthy client services with an emphasis on best business practices and exemplary customer service to ensure growth and maximization of employees and volunteers' potential. S/he will lead and participate in a way that promotes high levels of teamwork, cooperation, spirit, and synergy.
Provide sound financial management	Oversee budget of approximately \$2.0 million and measure performance against key operational and financial targets/goals. Prepare annual budget working with staff and the finance committee.
Board of Management and Strategic Planning	Successfully partner with the Board and board committees to develop SCHS's strategic plan and identify opportunities to create and advance the organization's activities and relationships. Working closely with the Board, provide updates and policy recommendations.
Fundraising and Marketing	Effectively develop a successful approach that will enable SCHS to grow its base of support. Foster relationships with donors, businesses, foundations and corporations to expand financial support; cultivate prospective donors while ensuring that activities are managed in a cost-effective manner, deploying resources wisely. Oversee the creation of the annual and long-term marketing plans. Network with the non-profit and for-profit reseller communities to position SCHS's Thrift Shops for ongoing success and implement emerging strategies, e.g. online sales.

Communications, brand management	Serve as primary ambassador for SCHS representing the organization before the media, stakeholders, and other public venues. Responsible for developing and executing the communication and marketing strategy.
Compliance with Contracts, Laws, Regulations, Policies and Guidelines	Develop, maintain, and communicate an accurate and in-depth understanding of laws, regulations, guidelines, and current or pending modifications that affect shelter operations, community medical care, thrift shop operations and other programs of SCHS. Provide oversight of record keeping practices for legally compliant adoptions, governmental contracts for services, receipts for donations, restricted gifts, staff personnel files, grants and budgetary accountability.
Partners and relationship management	Effectively engage and collaborate with a diverse constituency including staff, volunteers, community, influencers, the Board, donors, general public, animal welfare and social service partners and other stakeholders. Approaches situations with sensitivity about how people and organizations function; anticipates where the land mines are and plans their approach accordingly; uses multiple ways to get things done.

Key Relationships

The ED reports to the Board of directors and will lead a team of approximately 41 staff and 60 active volunteers. Direct reports include:

- Shelter Manager
- Veterinarian
- Philanthropy Manager
- Business Manager
- Thrift Shop Managers (2)
- Marketing Manager
- Grant Writer (future)

Other key relationships include:

- Board of Directors, 4-9 Members, Currently 6
- Donors: Individuals, Corporate, Foundations
- Rescue Partners & Social Service Agencies
- Local Media
- Government staff & Elected Officials
- Vendors
- Statewide and National Animal Welfare Colleagues



Attributes and Qualifications

The ideal candidate possesses the following attributes, qualifications and experience:

Attributes:

Mission match – The ideal candidate has a true passion for companion animal issues and animal sheltering; They are invigorated by the work of the organization, serving as an effective champion for the mission.

Animal management experience – The ideal candidate has leadership experience in an animal management setting, ideally in a shelter environment. They have an understanding of animal control contracts and the capacity to interact with elected officials and the public in a way that engenders trust and confidence.

Respected leader with strong emotional intelligence – They inspire the confidence and respect of the staff, board, and donors by their actions and leadership. They demonstrate sound judgment and exhibit strong emotional intelligence. They are confident and know when it's time to lead and when to be a team member. They demonstrate a sense of purpose and are trusted to "walk the talk. They can work across educational and social strata; works well with front-line staff as well as community business leaders.

Partnership with the Board of directors – They have experience working with an engaged board of directors and have the capacity to partner effectively with board leadership and committee members.

Proven business acumen – They approach mission-focused work in a business-like manner and has the discipline to set clear priorities and track results.

Fiscal acumen – They are adept in forecasting, cash flow, budget management, reporting with the support of in-house experts. A track record of developing and managing the growth of a nonprofit organization is helpful.

Strong communicator – They are a compelling communicator who persuasively shares internal and external messages. They are personable, humble, approachable, and comfortable with partners, donors, government leaders, and media. They possess excellent written and verbal communication skills, and the ability to synthesize various sources of information in order to provide timely communications.

Effective fundraiser – They possess an understanding of the variety of fundraising strategies and methods used to support the mission of a growing non-profit organization, including major and planned gifts, grants, in-kind support, annual funds, and the like. Has a clear record of results and demonstrated experience and acumen in cultivating and closing major donors to secure support for the organization.

Coalition builder – The ideal candidate is a forward-thinking individual who has shown success in building widespread support for an organization through collaborative efforts with internal and external stakeholders.

Composure – They exude a sense of composure and stature in the midst of work that involves a high degree of emotion and difficult decisions (e.g., cruelty, neglect, owner surrenders, and the like). They must demonstrate capacity for staying steady under pressure while maintaining perspective.

Education and experience requirements:

- Bachelor's Degree or equivalent experience is strongly preferred. High school diploma required.
- Certified Animal Welfare Administrator and/or Certified Fund Raising Executive designations highly desired.
- Minimum of 5 years' experience in a substantial leadership role, either reporting directly to or working closely with a Board of Directors is expected.
- Experience working as a cause leader and building lasting, strategic partnerships strongly preferred.
- Resource development experience is required; proven major gift experience highly desired.

Other Role-Related Requirements

- Competency or ability to become competent in Quickbooks accounting software, Bloomerang CRM, donation widgets, workflow applications, Google Drive, Microsoft office suite, shelter animal handling software, volunteer management software, virtual meeting platforms, social media platforms and other office tools.
- Ability to pass background check.
- Ability to commute/relocate before starting work (Required)
- Ability to pass Colorado Driver's License.

Work Environment

- Possible exposure to dangerous, diseased, frightened and injured animals
- Possible exposure to potentially harmful chemicals and drugs
- Second Chance Humane Society (SCHS) is an independent, 501(c)(3), non- profit organization serving Ouray, San Miguel and Montrose Counties with extended services to neighboring counties in times of emergency and as capacity allows

EQUAL OPPORTUNITY:

It is the policy of SCHS to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, Veteran's status, gender identity or expression, national origin, age, mental or physical abilities, or sexual orientation.

COMPENSATION AND BENEFITS

Compensation will align to the Association of Animal Welfare Advancement Salary Benchmarking Guide for an organization of our size and complexity. The salary range is \$75,000-85,000 per year with benefits that include paid time off and health insurance contributions. Additional compensation may be considered for candidates with exceptional experience in non-profit leadership and major gifts.

LIVING ON COLORADO’S WEST SLOPE

Ouray County is home to the “Switzerland of America” with endless outdoor activities ranging from hiking to ice climbing to back country skiing. In neighboring Montrose County, one of America’s most dramatic national parks is yours to explore, Black Canyon National Park. In SCHS’s third service county, enjoy Telluride for world class downhill skiing and plentiful summer recreational opportunities.

The region offers endless outdoor activities with small town hospitality and deep community care. The region is famous for its festivals – everything from film festivals to music festivals, even mushroom and yoga festivals.



(Photo credit (l-r): Telluride.com, VisitOuray.com)

Learn More and get the official Guide to Ridgway [here](#).

Learn more about Montrose County [here](#).

Learn more about Ouray including hot springs, vapor caves and other national wonders [here](#).

TO APPLY

Please submit a resume and cover letter summarizing your qualifications as they relate to the opportunity description to searchcmte@adoptmountainpets.org. For more information about this position or to suggest a prospective candidate, contact:

Heather Cammisa, CAWA, MA or Dan Brillon, CPA, MA
searchcmte@adoptmountainpets.org

All inquiries and discussions will be considered strictly confidential. Additional information about SCHS can be found on the website: <https://adoptmountainpets.org/>