



JOB DESCRIPTION EXECUTIVE DIRECTOR

PURPOSE OF POSITION: To plan, organize, manage, and supervise all aspects of operations of the Humane Society of St. Thomas as established by the Board of Directors in accordance with the Humane Society of St. Thomas policies and bylaws.

Position Summary: The Executive Director serves as a dynamic liaison between the Board of Directors, the community, and the shelter staff. The Executive Director will uphold the mission of the organization and promote its goals advising the Board of Directors in making decisions to the best interest of the organization. Skills required are a working knowledge of companion animal care and animal welfare issues, an understanding of local laws and regulations and strong motivational management and interpersonal skills with the staff and the public.

The Executive Director will take the leadership in the shelter operations to transform our shelter into a state-of-the-art adoption center with new innovative programs to increase adoptions and promote spaying and neutering and establish our organization as the center of humane education for the island of St. Thomas.

Duties and Responsibilities

- 1) Operational Management
- 2) Public Relations
- 3) Personnel Management

1) Responsible for ensuring the mental and physical health, well-being, and placement of all shelter animals. and for overseeing all aspects of developing and implementing of proper medical care in accordance with the ASV Shelter Guidelines for Standards of Care including the following:

- Employment of a competent volunteer and/or paid veterinary staff
- Maintaining the required medical logs
- Ensuring a clean working environment

Maintaining the physical and security needs of the property and developing and maintaining preventative and required maintenance for facility equipment, buildings, and grounds.

Oversee that computers, website, donor database, Shelter Luv and inventory are kept up to date.

Directly oversee the jobs of Administrative Manager (when hired) / Programs Manager/ TNR Community Outreach in accordance with their job descriptions.

2) Coordinate all activities involving all media advertising related to: animals available for adoption, clinics, general public relations pertaining to the Humane Society of St. Thomas.

Assist the Board of Directors with Fundraising activities and attend as required

Prepare monthly and annual reports.

Be prepared for court appearances and assisting with cases as needed.



- 3) Responsible for all staffing and human resources needs including employees and volunteers. This includes all aspects of staffing cycle including but not limited to the following:
- Advertising and interviewing potential candidates
 - Performance reviews and safety meetings
 - Compliance with laws and ensuring that licensed personnel remain current with continuing education programs
 - Tracking of personnel compensated absences and overtime and salary surveys and reviews
 - Cross training full time/part time staff
 - Negotiate insurance for employees and shelter
 - Develop and keep updated: job descriptions & SOP Manual

The Executive Director will be responsible for carrying out other duties and tasks as may be assigned by the Board of Directors from time to time.

The Executive Director will attend and volunteer when possible, at HSSTT events

This is a full-time salaried position which sometimes requires nights and weekend availability. It is a hands on Executive Director position.

Minimum Requirements: Three (3) years in a management position at a high-volume shelter. Proven track record of success in spay/neuter programs and adoptions. Excellent verbal and written communication skills with staff members as well as donors and public.

Send resume in confidence to: hssttjobs@gmail.com