



**WINNIPEG
HUMANE SOCIETY**

The Winnipeg Humane Society

POSITION DESCRIPTION

JOB TITLE:	Chief Executive Officer (CEO)
JOB CLASSIFICATION:	Exempt
REPORTS TO:	Board Chair
PERSONNEL SUPERVISED:	20 staff directly reporting to CEO Total staff size of 200 employees
POSITION SUMMARY:	Under the authority of the board of directors, the CEO assumes complete responsibility for carrying out board-assigned policies and regulations. The CEO has the authority to direct the implementation of the organization's programs and services, and is responsible for the management of all staff members and volunteers.

PRIMARY DUTIES AND RESPONSIBILITIES:

◆ **Policy Management**

- Administers the day-to-day operations of the organization.
- Implements policies based on guidance from the board of directors.
- Prepares procedure statements for board policies.
- Supports board committees, while refraining from doing the work of the committees, and attends committee meetings when needed.

◆ **Strategic Planning**

- Conducts both an internal and external environmental scan to identify emerging issues that affect the organization. The internal scan brings to the board's attention issues arising from within the organization, such as the increased need for technological resources. The external scan identifies issues that may have an impact on the organization, such as a change in provincial funding policies.
- Sets specific organizational goals and outcomes, under the direction of the board of directors.
- Sets goals for management practices.

- Sets program and service goals.
- Identifies that required resources to achieve the goals.
- Communicates with key stakeholders and allies to identify the changing needs and conditions of the community that is served by the organization.
- Considers the impact of several alternative plans.
- ◆ **Visioning**
 - Participates in the creation of an organizational strategic plan on a regular schedule (e.g., every five years).
 - Develops programs and services that work towards the strategic plan, within the policy guidelines set by the board.
- ◆ **Leadership**
 - Works in collaboration with staff and relevant community agencies and groups to accomplish objectives and to fulfill responsibilities.
 - Ensures the maintenance of a healthy and positive workplace culture and environment for staff at all levels.
 - Encourages team-building by facilitating open communication and positive working relationships with staff.
 - Appropriately delegates responsibilities to managers and other staff.
 - Establishes control and follow-up mechanisms for the organization.
 - Promotes the mission, vision and values of the organization both internally and externally.
- ◆ **Program Management**
 - Facilitates the research, planning, development, implementation, and evaluation of programs and services.
 - Ensures that programs and services adhere to the board's policy guidelines and reflect the board's priorities.
- ◆ **Personnel Management**
 - Interprets board policy decisions to staff and ensures buy-in and adherence to policies from staff.
 - Hires, supervises, evaluates, and releases staff.
 - Trains, motivates, and respects staff.
 - Sets clear, results-oriented goals, with realistic and measurable outcomes.
 - Supports goal achievement, coaches and monitors performance.
 - Assists individuals in developing necessary skills to be successful within the organization.
 - Supports and encourages staff initiatives.
 - Observes and evaluates ongoing performances.
 - Provides regular, appropriate, and constructive feedback.
 - Supervises the recruitment, selection, orientation, and training of service volunteers.

◆ **Financial Management**

- Demonstrates strong financial management skills, including budget preparation and monitoring.
- Supports and develops fundraising initiatives employing common nonprofit fundraising strategies.
- Implements the board's policies for the allocation and distribution of resources.
- Develops and implements effective financial strategies to ensure that the financial goals set out in the Strategic Plan are achieved.
- Ensures sound bookkeeping procedures.
- Provides and presents to the board regular statements of revenues and expenditures.
- Administers the funds of the organization, according to the budget approved by the board.
- Advises the finance committee.

◆ **Risk Analysis**

To keep the board informed about the organization, the CEO:

- Evaluates, in broad-based terms, the potential assets and liabilities of a project, proposal or strategy, and reports these to the board of directors.
- Ensures that both risks and opportunities have been identified and evaluated.
- Assesses potential threats against, and protects, the organization's image, reputation and financial well-being.
- Provides regular, reliable and comparable reports on the organization's progress within the context of the strategic plan.

◆ **Advocacy Management**

- Prioritizes the health, safety, and well-being of all companion animals in the shelter's care.
- Shows leadership in advocacy for ALL animals, including non-companion species (e.g., farm animals, wild animals, zoo animals, etc.).
- Promotes community awareness of the organization's mission, vision and goals
- Participates in networking and community relations activities on behalf of the organization.
- Builds strong working relationships with others, both internally and externally, and enlists support for accomplishing tasks.

- Assists in preparing an advocacy program, and acts as an advocate for the organization and its programs in the community.
- Works with key external stakeholder groups (government, animal welfare/sheltering allies, etc.).
- Acts both proactively and reactively with the media to promote the WHS's mission, values, and policies. Establishes close relationships with members of the media to become a trusted source on animal welfare issues.
- Identifies and researches funding opportunities, in concert with staff.
- Facilitates a communication plan, in concert with staff, that informs the community of the activities and direction of the organization.
- Seeks public speaking opportunities and represents the "face" of the organization.

◆ **CEO Performance Appraisal Process**

- Cooperates with, and participates in, the performance appraisal process.
- Assists in the assessment of outcomes.
- Recommends change when necessary.
- Informs the board of directors about situations that affect the CEO's ability to meet his/her goals.

In summary, the CEO: directs the day-to-day operations; implements policy; hires, trains, delegates, supervises, evaluates, and releases staff; attends all board meetings as a guest of the board of directors, and is invited to all committee meetings; acts as a consultant to the board and board committees; and all other responsibilities and duties as may be assigned over the course of time.

CEO Job Qualifications

Education and Experience

- At least ten years of professional experience with increasing management responsibilities
- Three years of prior experience as a CEO, Executive Director, or in a related position at a nonprofit, foundation, government, or industry

Leadership and Management Skills

- Ability to build strong collaborative teams and actively engage with staff
- Experience in non-profit board governance, and a track record engaging positively with all Board members
- Strategic thinking and vision to perceive opportunities for operational excellence and improved efficiency
- Ability to successfully manage conflict and adversity
- Experience leading team(s) in a unionized environment

Financial and Fundraising Expertise

- Strong financial management skills, including budget preparation, monitoring and analysis
- Active fundraising experience and understanding of nonprofit fundraising strategies
- Ability to engage with and onboard high net worth individuals as donors
- Knowledge of marketing and communications strategies

Stakeholder engagement, and relationship building

- Ability to motivate and influence individuals and groups
- Ability to engage with community leaders, Indigenous communities and other animal rescue groups establishing positive working relationships and supporting animal welfare in Winnipeg and across Manitoba.
- Ability to manage contractual relationships with government departments at all levels (Federal, Provincial, Municipal)
- Experience as an articulate spokesperson and organization champion
- Appreciation for the importance of educational and advocacy programming as part of the WHS core values

Personal values

- Compassion for the welfare of animals: domestic companion, farmed and wild animals (i.e., all animals, universally).
- Ability to take positions who may create tension with government and/or other community organizations
- Strong commitment to the WHS mission and values

How to Apply:

Please forward your resume and cover letter to:

whshiringcommittee@winnipeghumanesociety.ca

Application deadline: January 17th, 2025

