



Executive Director

34 Wallbridge Loyalist Rd, Belleville, ON K8N 4Z2

Humane Society Hastings Prince Edward (formerly Quinte Humane Society) is looking for a compassionate, experienced and energetic leader to manage the Humane Society Hastings Prince Edward (HSHPE) in its mission to prevent cruelty to animals that are neglected, abused, exploited, stray or homeless.

For more than 50 years, HSHPE has been dedicated to protecting and promoting the humane treatment of animals in Hastings and Prince Edward Counties.

HSHPE is a registered non-profit organization with charitable status governed by a volunteer Board of Directors using a governance model and is managed by an energetic and committed professional staff with the help of many devoted volunteers.

The shelter provides a safe and caring place for more than 1,700 sick, abused, neglected and homeless animals each year. In addition, HSHPE returns lost pets to families, provides adoptable animals, and encourages spay/neuter, vaccinations and regular veterinary care. HSHPE also has pound contracts with municipalities across Hastings and Prince Edward.

HSHPE enjoys beneficial working relationships with similar organizations and the support of the private sector and the communities it serves.

After decades of working in an antiquated building and after many years of fundraising from the private and public sectors, HSHPE moved to a new 16,200 sf facility designed with animal care and safety in mind. The Animal Care and Adoption Centre effectively supports an extraordinary number of animals every month and the Donna A Endicott Community Education Room brings together the young, and the young-at-heart, for a wide variety of HSHPE programming and events and is also available for public rental.

As the ideal candidate, you embrace the challenges that come with positive growth and derive immense satisfaction supporting animals in need. You have demonstrated the ability to build and cultivate strong collaborative relationships with various stakeholders. As a passionate ambassador who will act as a strong voice on behalf of HSHPE, you are dynamic, respectful, honest, and transparent with the ability to influence change. A progressive leader, your previous leadership experience and accomplishments in business and management, preferably within a not-for-profit organization and/or charity, will position you for success.

With the support of a dedicated team of 24 professionals and over 400 volunteers, the Executive Director will have overall responsibility for both the organization's fiscal health and operational activities.

Overview of Responsibilities:

Board Governance

- Works with the Board to fulfill the organization's mission and vision.
- Leads HSHPE in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Communicates effectively with the Board and provides timely and accurate information necessary for the Board to function properly and make informed decisions.

Financial Performance and Viability

- Develops resources sufficient to ensure the financial health of the organization.
- Oversees the annual fundraising and develops other sources of earned revenues necessary to support the HSHPE mission. Collaborates with Volunteer Fundraising Committee to develop and implement fundraising activities and events.
- Ensures the fiscal integrity of HSHPE including the submission to the Board of a proposed annual budget and monthly financial statements which accurately reflect the financial condition of the organization.
- Operates within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

Organization Operations

- Oversees and implements resources to ensure that the operations of the organization are appropriate.
- Responsible for the hiring and retention of competent, qualified staff.
- Provides effective administration of HSHPE operations.
- Undertakes the signing of all notes, agreements, and other instruments made and entered into on behalf of the organization.
- Ensures the organization has an up-to-date emergency response plan, equipment and materials.
- Works with Building Committee and Fund Development Manager to undertake the feasibility study to achieve the next phase (Animal Clinic) of the Capital Campaign.

Organization Mission and Strategy

- Works with the Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
- Implements HSHPE's programs to carry out the organization's mission.
- Ensures strategic planning leads to successfully fulfilling the mission into the future.
- Enhances HSHPE's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Who We Are Looking For:

An individual with:

- a university degree or college diploma in management or related discipline/s;
- 5+ years progressive managerial experience including managing large groups of volunteers.
- Experience working with a Board of Directors.
- Experience working in the charitable sector.
- Working knowledge of various employment related legislation such as the Employment Standards Act, Labour Relations Act, Human Rights Code and the Occupational Health and Safety Act.
- A self-directed and organized individual with the ability to remain calm and professional in emotionally charged situations.
- Ability to work in a fast-paced environment, with the skill of multitasking and prioritizing to meet multiple deadlines.
- Excellent interpersonal and leadership skills including demonstrated ability to motivate staff and volunteers.
- Excellent computer knowledge/skills with Microsoft Office.
- Willingness and ability to work flexible hours, evenings & weekends.
- Past oversight of new capital building projects an asset.
- Knowledge and/or experience with PetPoint, Basic Funder, PowerPay, Sage 50 software an asset.

How to Apply:

If this great opportunity looks incredible to you, we look forward to hearing from you. Our online application will give you the option to apply to this role directly. We value diversity and inclusion and encourage all qualified people to apply. If we can make this easier through accommodation in the recruitment process, please contact us with the “Help” button in the application. We will review applications, with priority given to those who have completed the assessment and look forward to hearing from you.

To apply go to: <https://www.fitzii.com/apply/92508>

