



# SISKIYOU HUMANE SOCIETY

## POSITION DESCRIPTION

### **Director of Business & Development (DBD)**

This is a full-time salaried position.

Job Relationships: Reports to the Board of Directors. Directly supervises Thrift Store Managers.

Purpose of Position: To plan, organize, and supervise all aspects of Business and Development operations of the Siskiyou Humane Society, Inc. in support of SHS's Mission Statement in accordance with the organization's policies and procedures, and with the safety of people and animals at the forefront of all activities. Position supports and abides by the Siskiyou Humane Society, Inc. policies, as established by the Board of Directors and bylaws.

Position Summary: The DBD of the Siskiyou Humane Society has strategic and operational responsibility for financial position, fundraising, capital campaigns, contract fulfillment, public and donor relations, supervising Thrift Store staff, and mission implementation in compliance with organizational policies and local, state, and national regulations. The DBD actively works with the Director of Shelter Operations and the Board of Directors to provide vision, direction, and leadership to ensure the Society's success. The DBD will be expected to uphold the mission of the Society and promote its goals, advising the Board of Directors in making decisions for the best interest of the organization.

#### Education and Experience Requirements:

Required:

- A Bachelor's degree or four years or more of relevant experience in the non-profit sector
- Strong motivational, management, communication, and interpersonal skills with coworkers, staff, the Board, and the public
- Proven ability in preparing, attaining, and administering external grants
- Proven ability in preparing and presenting reports
- Competency and comfort using word processing, database, spreadsheet, online file storage, online collaboration platforms, operational management software, and social media systems
- A valid California Driver's License and have an insurable driving record
- Must pass a criminal background check

Desired:

- A minimum of 5 years of senior management experience; previous nonprofit CEO/Executive Director, or Deputy Director experience

Duties and Responsibilities:

The DBD will:

1. Serve as a spokesperson for the Society and effectively represent the goals and mission to individuals, foundations, government leaders, the media, sponsors, and donors to attract widespread interest and support.
2. Maximize public relations opportunities to enhance a strong, positive image of the Society.
3. Establish effective working relationships with Board members, coworkers, volunteers, and community partners.
4. Serve as a steward of the Society with emphasis on success through teamwork, collaboration, and thoughtful financial management.
5. Maintain accountability for the Society's overall business and fiduciary integrity, within the guidelines and policies set by the Board and applicable laws and/or regulations.
6. Develop, implement, and monitor long and short term financial goals aimed at supporting the mission of the Siskiyou Humane Society, in alignment with goals of the Board. Has overall strategic responsibility for the \$500,000 annual budget.
7. Work with the Director of Shelter Operations, Thrift Store Managers and the Board's Finance Committee in the preparation of an annual budget for submission to the Board of Directors for its consideration and approval.
8. Manage all financial aspects of day to day operations for the shelter and thrift shops.
  - a. Cooperate with the bookkeeper to keep accounting up to date and accurate
  - b. Review store sales and deposits
  - c. Create and share financial reports with Treasurer
  - d. Supervise accounting operations in performance of payroll and accounts payable and receivable
  - e. Provide information to accounting firm for filing of taxes and other processes
  - f. Update and submit required non-profit status forms and other required filings
9. Provide excellent donor relations and oversee the donor database.
10. Research and prepare grant applications.
11. Assist the Board of Directors with fundraising activities, as required.
12. Prepare monthly reports summarizing activities completed, fiscal and operational status, and other pertinent information to the Board.
13. Develop and update municipal contracts and recommend pricing to the Board of Directors.
14. Plan and coordinate Capital Campaigns (e.g., building a new kennel) to further our cause and maintain a high quality of service to the animals and our community.
15. Acquire materials, supplies, and equipment, or direct the same, as the budget specifications and authorized expense categories warrant for business operations and development. The DBD is authorized to incur up to \$500 per expenditure, necessary for the day-to-day operation of the Siskiyou Humane Society. Any acquisition or expenditure in the amount greater than \$500 must be submitted to and approved by the Board of Directors in advance.
16. Supervise the Thrift Store Managers. This responsibility includes all aspects of the staffing cycle, including but not limited to:

- a. Delegate responsibilities to optimize staff autonomy and efficiency while providing guidance and advice;
  - b. Mentor direct staff and provides opportunities for individual and career growth; Promote a culture of safety, teamwork, empathy and trust;
  - c. Provide coaching, feedback, and discipline;
  - d. Annual performance reviews;
  - e. Periodic training and meetings to assess KPIs and goals completion;
  - f. Compliance with workers compensation laws of the state of California;
  - g. Tracking of personnel compensated absences and overtime;
  - h. Salary surveys and reviews;
  - i. Hiring and Termination with Board approval
17. Carry out other duties and tasks as may be assigned by the Board of Directors.

Working Conditions:

This position is eligible for a maximum 80% telework. The DBD is expected to work on-site at the shelter a minimum of five days per month. While workplace location is flexible, the DBD is expected to work during hours that complement the shelter and thrift stores' operating hours.

Most work is performed in the normal shelter and office setting, and additional community locations. Although located on the shelter premises, DBD will not work hands-on with animals on a day-to-day basis. Frequent interaction with the public; frequent use of computer and telephone; potential exposure to animals; high noise levels and potential exposure to zoonotic diseases; potential for bites and scratches if handling animals; potential for exposure to various weather conditions. Weekend and evening work may be necessary.

Physical activities: Sitting, using a computer and keyboard, and talking on the phone up to 8 hours or more a day. Standing, reaching, bending, squatting, walking, pushing, pulling, cleaning and driving a vehicle. Occasional lifting and carrying of up to 30 pounds unassisted and more with assistance.

**Compensation:** Salary DOE. A benefits package including two weeks vacation, sick leave, holidays. An initial three month and six month performance evaluation will be conducted by the Executive Committee of the Board of Directors. A 3% pay raise will be earned upon successful evaluation of the six month performance evaluation. From there on, performance evaluations will occur annually at the end of the fiscal year (December), prior to salary review. Annual raises will be based on performance reviews.