



## Position Profile

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**Chief Executive Officer**  
2021

## About Ontario SPCA and Humane Society

The Ontario SPCA and Humane Society (OSPCA) was founded in 1873 to prevent cruelty to animals and to actively engage in programs to promote animal well-being throughout the province. Today, funded entirely by private donations, the OSPCA raises awareness about unacceptable practices that harm animals, rescues animals in distress, provides care to all animals in need, and provides a broad range of programs and resources focused on every aspect of animal welfare: adoption, shelter health, spay/neuter services, microchipping, service to the north, and education.

To facilitate these services and programs throughout Ontario, the OSPCA further aims to provide province-wide leadership as an authority on animal welfare issues. This requires a strong, unified, and collaborative organization that is an integral part of communities in Ontario in order to promote mutually beneficial human–animal interactions and cultivate compassion for all animals.

[www.ontariospca.ca](http://www.ontariospca.ca)

## The Role

Reporting to the Chair of the Board of Directors, and in consultation with the Executive Committee of the Board of Directors, the CEO provides innovative and forward-looking leadership to the Ontario SPCA and Humane Society to support the achievement of its mission, vision, values, and strategic direction. The incumbent is the organization's representative in the community, working to establish and sustain collaborative and developmental activities with partner organizations, as well as being the key liaison with local, regional, and provincial stakeholders.

The CEO is responsible for the management and administration of the OSPCA's \$20M operations, the implementation of Board policy, and the development and accountability of staff, volunteers, committees, programs, and services in accordance with the requirements of funders, government legislation, and regulation.

The CEO is a trusted advisor to the Board.

## Key Responsibilities

### Board Liaison

- Provides accurate and timely resources and reports to the Board of Directors to support their governance responsibilities.
- Implements decisions and directives of the Board of Directors.
- Reports to the Board on strategic and organizational activities.
- Advises the Board in a timely fashion of any significant risk to the organization or other development that may affect the reputation and/or functionality of the organization.

### Strategic Leadership

- In collaboration with Board of Directors, and in consultation with other stakeholders, develops a strategic plan that provides guidance for the future of OSPCA.
- Provides leadership to operations, human and financial resources, facilities, and programs in accordance with government legislation, regulations, and accreditation requirements.
- Translates the organization's strategic plan, goals, and objectives into an operational plan focused on exemplary animal welfare advocacy.

- Serves as the organization's "face" in the local and provincial community.
- Maintains strategic partnerships with funders, community organizations, and other agencies.
- Participates in committees, task forces, and other relevant entities related to animal welfare advocacy.
- Liaises and collaborates with government bodies.
- Manages the development, implementation, and maintenance of a comprehensive marketing communications and fundraising plan.

### **Financial Management**

- Develops the annual budget in accordance with the strategic plan.
- Manages the financial resources of the organization in collaboration with the CFO and Finance Committee of the Board.
- In collaboration with the senior management team, develops funding proposals and budget submissions for programs and initiatives.
- Oversees the fundraising plan and targets, seeking new revenue streams to increase the capacity of the organization.
- Acts as a partner to the development team, engaging with major gift donors and inspiring them to contribute.

### **Human Resources**

- In collaboration with the senior Human Resources leader, develops, implements, and maintains human resources practices that attract and retain high performing talent and establishes HR processes and protocols for all staff.
- Facilitates an environment that has a high degree of employee engagement and positive workplace culture.
- Manages and directs the senior management team, collaboratively working to achieve the goals and objectives of the organization through superior HR practices (i.e., performance management, metrics, etc.).

### **Operational Leadership**

- Builds an optimum quality level of service delivery to meet the needs of the organization.
- Monitors and analyzes trends, demographics, and other sources of information and data as they relate to the organization's current and future operations.
- Works in collaboration with stakeholders to develop and implement programs that enhance the role of the organization provincially.
- Provides superior problem-solving and crisis management as situations arise.
- Coordinates, integrates, and leverages the efforts of the Board, senior management, staff, and partners to facilitate the integration of services, foster co-operation and collaboration between various programs and activities, and to actively promote a unified organizational identity.

## **The Opportunity**

The Ontario SPCA and Humane Society, at well over one hundred years old, is an established organization with an excellent reputation, outstanding name recognition, and strong relationships with the corporate and private donors who contribute a hundred percent of its funding. Donors, employees, and volunteers alike are passionate about animal welfare.

But the animal welfare landscape is changing rapidly, driven in part by social media activism and the proliferation of small, independently organized rescue operations, and compounded by the significant challenges imposed by the Covid-19 pandemic.

The opportunity, therefore, for a CEO will be to build a sustainable and meaningful strategic vision for the future; develop and build stronger relationships with donors, governments, and other supporters; foster a collaborative framework for partnerships with other animal welfare groups; and provide motivation and leadership to the organization's dedicated staff as growth and changes are implemented.

## The Ideal Candidate

The ideal candidate has a track record leading a large complex organization that derives the majority of its funding from private sources. He/she will have built successful organizational strategies that have moved an organization forward, evaluating future trends and needs as a basis for growth and development.

The individual will use their natural relationship management skills to build a strong provincial organization that partners with other animal welfare-based organizations and builds bridges to create a unified voice in the animal welfare space and take the lead as the province's advocacy organization.

As a crucial spokesperson for the OSPCA, the ideal candidate will be a seasoned veteran, adept at building external relations, and will be an inspiring communicator to donors, government, partners, and the general public.

Operationally, the selected individual will have strong financial and leadership acumen with experience making key business decisions for a sizeable organization and building a strong and talented executive and leadership team. As a leader of change, they will look for new and innovative ways to execute the mission.

## Personal Attributes

The CEO is a smart and compassionate individual who has a high degree of emotional intelligence. He/she is mature, confident and down-to-earth while being driven and goal oriented. They operate with a high degree of integrity and come from a place of honesty rather than political gain. They show calm and patience when dealing with complex issues and bring thoughtfulness to their decisions. They can be trusted to do what they say they will do, and their compassion for animals motivates their work every day. Finally, they are professional, diplomatic, and an excellent listener and partner.

## Core Competencies

- Five-plus years' executive management experience in a fundraising-based not-for-profit organization leading a senior leadership team (previous CEO experience is preferred).
- Demonstrated ability to work effectively and collaboratively with a Board of Directors, providing relevant reports on operations, financial matters, human resources, and strategic goals and objectives.
- Sound business knowledge in the financial management of an organization, including understanding of CRA requirements for non-profit organizations.

- Working knowledge of public relations; able to maintain a positive organizational brand with strong marketing and communications.
- Proven experience in budget development, negotiation, and forecasting, as well as fundraising, donor relations, and development of new revenue streams.
- In-depth experience in change management; able to adapt quickly to changing priorities.
- Superior ability in report writing, public presentations, and stakeholder relationships.
- Ability to leverage influence as a public speaker.
- Ability to provide tools, resources, and initiatives to motivate staff to perform at a high level and in alignment with the mission, vision, and values of the organization.
- Superior problem solving, conflict resolution, and crisis management skills.
- Strong interpersonal leadership skills with an equally open communication style.
- Demonstrated ability to take “creative” risks and incorporate critical thinking to make timely decisions in a changing landscape.
- Post-secondary degree from a recognized university.

## How to Apply

We thank all candidates in advance. We will, however, contact only those selected for an interview. To apply, please submit, in confidence, a resumé along with cover letter that sets out your interest in the role and highlights the experience you have relevant to the role. Please add your salary expectation for the role in your cover letter. The preferred method of application is online at [searchsmartconnect.com/jobs](https://searchsmartconnect.com/jobs)

OSPCA is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

## Contact Details

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