



Position Profile

Executive Director
2022



About Oakville & Milton Humane Society

The Oakville & Milton Humane Society (OMHS) is a charitable organization funded by donations. The organization receives no government funding for the care, feeding, and sheltering of the animals, relying solely on the community's financial generosity and willing volunteers to fund and support this important community resource.

The OMHS was founded to combat the most difficult of circumstances suffered by animals in our communities. The survivors of neglect, cruelty, injury, and abuse, they are the sick, the lost, and the alone. The mission of the OMHS—to protect and care for animals in crisis and to educate people about animal welfare—was carved from this reality, and a shared passion for animals continues to drive their mission forward today. OMHS believes all lives have value and deserve a chance to thrive. The OMHS provides medical care, food, safe housing, and a whole lot of love to every animal brought through its doors. They are never too full or too busy. When the animals are ready, the OMHS adoption counsellors find forever homes, carefully matching each animal with the right family.

The COVID-19 pandemic added some significant challenges to achieving the Society's mission, but in spite of the difficulties, in 2021 the OMHS was able to place 437 animals in their forever homes, reunite 243 lost animals with their owners, foster 384 animals (up 50% from 2020), and provide life-saving care through The Charlie Fund. In 2021 the OMHS also expanded its Pet Food Bank, offering more than 100,000 healthy meals to cats and dogs so families struggling to make ends meet did not have to worry about giving up their beloved pets.

The OMHS also works to ensure the safety and well-being of domestic animals and wildlife through the Animal Protective Services (APS) unit, which is comprised of team members trained in Bylaw Enforcement and Animal Control.

The donor-funded OMHS is a small organization with an annual budget of about \$3.5M, but it has a big heart and a big vision for an even better future for the animals and residents of Oakville and Milton.

www.omhs.ca

The Role

Reporting to the Board of Directors via the Board Chair, the Executive Director will lead and inspire the organization to accomplish its mission of “protecting and making life better for animals and connecting the communities that care about them in Oakville and Milton.” The Executive Director will lead the deployment of a newly created strategic plan.

The Executive Director is responsible for the daily operations of the organization. With the support of a leadership team and a staff of about 50, they will ensure the overall fiscal wellness of the organization and assess any potential risks associated with running an animal welfare organization. They will also elevate the operations of the organization, seizing every opportunity to improve processes and modernize the future of animal welfare in Milton and Oakville. Creativity and innovative thinking will be needed to forge new ways of looking at delivering programs and services.

The Executive Director will also invest time and energy in building a strong and capable executive team with the right skills to move the organization forward.

As part of future planning, the Executive Director will be the catalyst for a major building campaign to update and modernize shelter facilities. This will be a large undertaking that requires planning, engagement, and the development of relationships with a wide range of stakeholders. In addition, they will ensure the ongoing growth of philanthropic giving and the management of key relationships with funding partners.

As the public face of the organization, the Executive Director will be an ambassador within the community, building rapport with donors, volunteers, the business community, government officials, neighboring humane societies, animal welfare groups, and other strategic partners. They will create buy-in for future initiatives, such as the capital campaign, and will manage the organization’s reputation in the community.

Key Responsibilities

Strategic and Operational Planning

- Leads the execution of the newly created three-year strategic plan.
- Works with the executive team to build departmental plans that are on time and on budget.

Board Leadership and Support

- Builds and maintains a relationship of transparency, trust, and engagement with the Board, ensuring that crucial information is passed along in a timely and appropriate manner.
- Ensures the right supports are in place for the Board and other ad hoc committees.
- Engages the Board in key organizational events, fundraising efforts, and speaking opportunities when needed.
- Works with the board to build a strong fundraising capital campaign cabinet.

External Relations

- Builds strong partnerships with key members of the community (municipal agencies, politicians, animal welfare organizations, corporate partners, etc.).
- Acts as a public spokesperson for the OMHS in the community and manages all high-level messaging.

Fund Development and Marketing

- Leads the planning and execution of a large capital campaign with the support of senior volunteers and staff.
- With the assistance of a development team, builds long term sustainable fundraising programs for the organization, ensuring the right resources are in place to meet fundraising and campaign objectives.
- Works with the marketing staff to ensure the internal and external marketing materials are strong and the brand messaging clearly represents the organization.
- Works with the development team to attract major donations and engage the Board on key major gift requests.
- Solicits and closes gifts with principal gift donors.

People and Culture

- Leads, coaches, and mentors the management team, empowering them to meet their professional goals and objectives.
- Works with the Human Resources Manager to develop performance management tools, facilitate union agreements, create a culture of excellence and best practices, and the develop HR policies and procedures.
- Uses staff surveys to improve upon the work environment and continue to build and maintain positive relations within the organization.
- Develops a comprehensive volunteer program to support organizational priorities and programs.
- Drives organizational vitality through human capital planning.

Operations

- Works with the animal services managers to ensure an effective animal services program, ensuring buildings and programs are well managed and executed with an eye to future trends in animal welfare.
- Identifies ways to improve and modernize the current operations of the OMHS together with the senior leadership team.
- Negotiates and creates relationships with key contracting agencies that perform a service for the organization.
- Delivers a balanced budget to the Board.
- Oversees all information technology system recommendations and improvements.

The Opportunity

The OMHS has a long-standing goal to create a building that is modern and progressive and provides excellence in housing animals and creating a space conducive to running innovative programming. With the operations of the organization strengthened over the last several years and many key hurdles overcome, the organization is poised to finally meet this essential objective. The Executive Director will use excellent leadership skills to realize this long-standing goal.

The Ideal Candidate

The ideal candidate is a highly skilled leader in the not-for-profit sector with at least five (5) years in a senior leadership role, preferably as an Executive Director who has experience leading a major fundraising campaign and securing major gifts. Consideration also will be given to senior executives who have led a major gifts campaign as well as overseeing operational functions.

The successful candidate will have strong generalist management experience that includes administering revenue development, finance, human resources, operations, and marketing and communications. They are a seasoned manager of staff at all levels and have a track record of leading and empowering an executive team. With commitment, enthusiasm, and energy, they lead by creating a compelling vision that achieves authentic and meaningful interactions with a large community of stakeholders. Experience within a union environment is an asset.

As the face of the organization, the ideal candidate is an experienced public speaker who can rally people and gain support in the external community. They must also be able to respond to crises in a calm and organized manner and have experience building transparent and trusting relationships with a Board of Directors.

A strategic thinker who is always looking for new opportunities for the OMHS in the evolving world of animal welfare, the Executive Director should have worked in previous roles as a change agent for their mission.

Knowledge of the municipal and provincial political landscapes is important.

Finally, whether or not the candidate has experience in the field of animal welfare, they must be a strong advocate for all animals as well as a compassionate and empathetic person.

Personal Attributes

The Executive Director is a passionate leader who cares about both people and animals. They are mature and confident, and people naturally want to work with them. They have a high EQ and leave those around them feeling heard, valued, and respected, using a high degree of diplomacy, tact, and discretion. They are resilient and creative problem solvers, able to deal with tough situations in a positive and upbeat manner. They are emotionally strong and capable when dealing with tough animal welfare issues. And they always operate with the highest level of integrity and honesty, building trust with all of the people they interact with.

Core Competencies

- Excellent relationship manager, able to establish meaningful and productive relationships with donors, supporters, government officials, and corporate partners.
- Skilled major gift fundraiser with the ability to lead large capital campaigns.
- Excellent human resource management skills, able to recruit, coach staff, and manage and develop high-performance teams, and can identify the right organizational structure to meet organizational objectives.
- A general manager who can manage multiple departments and bring together plans into one unified vision.
- Experienced at building successful and collaborative relations with a Board of Directors.
- Able to defuse conflict and provide excellent customer service.
- Sound decision-making and problem-solving skills.
- First-rate communication skills, both verbal and written.
- Exceptional organizational and time management skills.
- Demonstrated ability to foster and maintain good public relations and customer service with the general public.
- Accustomed to working effectively within a fast-paced, stressful environment.

Additional Information

The Executive Director position is a physically demanding job that requires walking distances between buildings and lifting and carrying heavy objects in the shelter. Finalist candidates will be asked to complete criminal, credit, and educational checks along with extensive referencing.

Diversity and Inclusion

The Oakville & Milton Humane Society believes that diversity and inclusion is about creating a culture that embraces the uniqueness of individuals and the communities in which they serve. They are committed to providing inclusive services where all staff, volunteers, donors, members, and customers feel respected and valued, regardless of origin, age, race, colour, sexual orientation, religion, gender, gender identity or expression, disability, social economic status, or any other bias.

They strive to create a safe and judgement free environment, in which they draw on the differences in who they are, what they have experienced, and how they think. They foster a workplace, and engage communities, where differences and abilities are valued, and everyone has access to the same opportunities. Their inclusive culture empowers all of them to connect, belong and grow.

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 in your cover letter. The preferred method of application is on-line at searchsmartconnect.com/jobs

Contact Details

Sandra Paquette | 416 763 0404 | sandra@searchsmart.ca

Vesna Markovic | 647 608 3595 | vesna@searchsmart.ca