



## Position Profile

### President & CEO

# Humane Society of Summit County

## Akron, Ohio

### **The Organization**

Since 1968, the Humane Society of Summit County ("HSSC"), a 501c3 non-profit organization, has been the trusted caretaker and advocate for Summit County's victims of animal abuse, neglect, abandonment, and stray animals suffering from illness and injury. With a mission to serve the community by caring for and advocating for vulnerable animals and enriching the lives of pets and people, the HSSC provides care and shelter for more than 2000 homeless, abandoned, and abused animals each year. As the only animal welfare group in Summit County with the authority to enforce humane law within the Ohio Revised Code, the HSSC plays a vital role in the protection of abused and neglected animals throughout Summit County by helping to enforce local and State of Ohio animal protection laws, rescue animals in need, and assist in prosecuting offenders. HSSC, a no-time limit shelter, offers a variety of services including pet adoption, humane investigation, foster care, mobile adoption (MAC), mobile animal care (MABEL), as well as community education and public information.

Highlights of the HSSC's programs and services include:

- **Foster Care:** Committed individuals trained to provide care for orphaned and nursing litters of puppies and kittens as well as adult dogs and cats awaiting adoption.
- **Onsite and Offsite Adoption:** Onsite adoptions are available at the shelter through appointment, and now with a new state-of-the-art Mobile Adoption Center (MAC), HSSC can provide onsite adoptions out in the community.
- **Veterinary Department:** Onsite and mobile medical services for shelter animals provided by two veterinarians. Services include pre-adoption sterilization and treatment for abused/neglected animals, as well as offsite mobile veterinary services (MABEL) for the community. MABEL provides service for 1500 animals annually.
- **Pet Food Pantry:** Pet food is distributed to community members in need through partnerships with established food pantries to ensure pet owners have access to pet food when they need it.
- **Training:** Dog training classes offered for adopters; on-site training for shelter dogs.

HSSC's core values include:

- **Advocacy;** serve as the voice of Summit County's animals. Advocating on behalf of animals for their safety and compassionate care through education, awareness, and humane law enforcement.
- **Compassion;** demonstrate kindness and compassion for both the animals and people of our community. The shelter is a safe haven, the adoption work completes families, and through additional resources provide support for pet owners.
- **Leadership;** set an example for high quality animal care, demonstrate integrity of action, and elevate the cause of animal welfare in the community.
- **Partnership;** create a continuum of support for animals through partnership to rescue animals in need, provide for animals under their care, and advance shared values resulting in a compassionate community.

## **Position Profile**

# **President & CEO**

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As an independent agency, the HSSC is substantially supported by donations and receives no government funding. The HSSC's annual total income of \$5+MM is generated through adoption fees, donations, contributions, grants, retail revenue through the operation of the Happy Tails Thrift Shop, and bequests. The Humane Society of Summit County has over 54 full and part-time employees and moved into a newly constructed 26,000 square foot, state-of-the-art building centrally located at 752 West Portage Trail in Akron, Ohio in November 2024. More information can be found on the Humane Society of Summit County's website: [www.summithumane.org](http://www.summithumane.org).

Working alongside a committed network of board members, donors, staff, volunteers, and community partners, HSSC has fostered a culture of compassion and excellence, resulting in the rescue and rehoming of more than 25% more animals than the previous year. Building on these achievements and the successful transition into its new facility, the organization is well positioned for continued success. Confident in HSSC's strong trajectory, current President & CEO (CEO) Nick Browning has expressed it is the right time to pass the torch to a new CEO who can lead this next chapter in the life of HSSC. Accordingly, the Board of Directors has initiated a national search to identify and recruit the organization's next Chief Executive Officer.

### **The Position**

#### ***Location:***

The position will be based at the Humane Society of Summit County's facility at 752 West Portage Trail, Akron, Ohio 44313.

#### ***Reporting Relationships:***

The President and CEO reports to the Chair of the Board of Directors and to the full 19-member Board. This executive will directly supervise six managers and department heads including Director of Administration and Human Resources; Director of Operations; Director of Development & Outreach; the Shelter Veterinarian; the Volunteer, Pantry & Pet Coordinator; and the Thrift Shop Manager; total staff of 54 employees. The CFO is an outsourced position and also falls under the leadership of the CEO. In addition to Board and staff at all levels, other important interactions include representatives of other animal welfare organizations on a local, regional, state, and national basis; elected officials and their representatives in the communities served; community organizations; over 160 active volunteers; other friends of the Humane Society of Summit County; local veterinarians; members of the media; and the public at large.

#### ***Position Charter:***

The President & CEO serves as the chief executive officer of the Humane Society of Summit County and is directly responsible to the Board of Directors. In this capacity the CEO provides executive leadership for the Board of Directors, assisting them in the development of strategic direction and policy in the fulfillment of the agency's mission. This individual is responsible for the overall management and operation of the HSSC in compliance with Board-adopted policies and with all applicable local, state, and federal regulations and laws. The CEO provides a leadership role in securing the operating and endowment funds necessary to sustain current and future operations.

#### ***Major Duties and Responsibilities:***

- Oversee the handling, treatment, and welfare of all the animals admitted to the care of the Human Society of Summit County.
- Facilitate a culture of professionalism, respect, and teamwork among all HSSC staff that empowers Managers and Staff to independently fulfill their duties.
- Provide professional leadership to the Board of Directors to support the stability and growth of the organization.
- Develop, implement, fulfill, and monitor the short and long-term objectives established by the Board of Directors.
- Provide the strategic direction for fund raising activity; working with the Board, the Director of

## Position Profile

# President & CEO

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- Development & Outreach; proactively participate in the development process including directly soliciting individual corporations.
- Manages the recruiting, hiring, development, employment, evaluation, and discharge of all employees. Supervise staff in the fulfillment of adopted policies, procedures, and applicable regulations.
- Provide fiscal oversight and management of the agency. Operates the organization within the limits of the total approved budget and informs the Board of the monthly status of the organization's financial position.
- Oversee facility management, maintaining a healthy and safe environment.
- Provide and/or secure leadership training for key management staff and volunteers.
- Maintain and update all policies and regulations.
- Establish and maintain relationships with government agencies, advocating for adequate regulations for animals entrusted to the care of the Humane Society of Summit County.
- Establish and maintain relationships with government agencies, referral resources, and other shelter organizations, establishing proper transfer procedures for animals entrusted to the care of the Humane Society of Summit County.
- Represent the agency in contact with the public, the media, community agencies, and others.

### ***Compensation:***

The Executive Director is expected to earn an attractive base salary. Compensation will be commensurate with the candidate's experience and knowledge. In addition, the candidate will receive appropriate benefits including but not limited to medical, dental, retirement, paid holidays, and other paid time off. Some relocation assistance will be provided.

### ***The Candidate***

#### ***Education:***

A bachelor's degree, or higher, is valued. However, lived, learned, and previous relevant professional experience will be given equal consideration.

#### ***Professional Qualifications:***

The ideal candidate is currently functioning as the top executive of a comparable nonprofit animal shelter/humane service organization or of a complex nonprofit organization with mission of service to the community. Alternative backgrounds could include a "#2" or other senior leader at a similar organization who is professionally prepared to step up to the President/Executive Director-level position.

### ***Knowledge, Skills, Abilities, and Attributes:***

- **Mission driven** (committed to the mission of shelter and humane agencies).
- **Fiscal management** (demonstrated ability to manage financial affairs of an organization, i.e., develop revenue sources and control expenditures to preserve financial stability).
- **Fund raising** (experience with multiple funding activities including development programs, capital campaigns, grant writing, planned giving, special events; personal experience with successfully soliciting individual and corporate donors).
- **Planning** (proven track record of developing/executing operational and strategic plans; able to envision "the big picture" and lead an organization toward the future).
- **Management experience** (has effectively led a complex organization and managed large staffs of professional and hourly employees).
- **Volunteer organization experience** (appreciates the value of voluntary operational structure; proven ability to motivate and utilize volunteers).
- **Board relationships** (significant involvement with governance issues and Board of Director/Trustee interactions).

## Position Profile President & CEO

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- **Facility management** (demonstrated knowledge of building and facility management).
- **Established contacts** (has developed and maintained regional and national connections with other shelter/humane organization/nonprofit leaders).
- **Media and Community relations** (ability to effectively articulate goals, objectives, and policy positions of the HSSC to the media and maintain effective interactions with the public).
- **Government relations/advocacy** (experience interacting with local, state, regional and national government representatives, and government organizations).

### *Desired personal traits:*

- **Commitment to mission** (demonstrated passion for mission of animal welfare in its many forms).
- **Leadership** (a take charge individual with vision and the means to get there; can manage, motivate, challenge and delegate to others).
- **Ethical** (possesses honesty, integrity, and the highest ethical and moral standards; trustworthy).
- **Credibility** (can command respect of Board, staff, volunteers, and community).
- **Communication skills** (good listener; excellent written and oral communication skills).
- **Organizational skills** (results oriented; meets established goals and objectives).
- **Persuasive** (able to synthesize various viewpoints and convince disparate groups to come to a logical resolution).
- **Energetic** (genuinely enthusiastic; strong personal work ethic).
- **Collaborative** (demonstrates a willingness and ability to work with and through others).
- **Consensus-building** (able to forge effective working relationships with various parties and encourage them to work together toward common goals).
- **Change agent** (proven ability to effectively manage change and transition).
- **Executive presence** (polished; self confident).
- **Teamwork** (recognizes that many parties are necessary to accomplish big things; speaks of “we” first, not “I”).
- **Servant leader** (proactive in identifying and prioritizing the needs of the Board, staff, and the community before their own needs; a good steward of resources).
- **Strategic thinker** (able to envision “the big picture” and lead an organization toward future goals).
- **Intelligent** (bright; street smarts and natural intelligence).
- **Visionary** (a leading-edge thinker who provides ideas and serves as a catalyst for strategic thinking for the organization and community; able to envision nontraditional solutions to issues).
- **Human relations skills** (relates well to all kinds of people; builds constructive and effective relationships).
- **Political acumen** (highly developed diplomatic skills; able to maneuver through complex situations effectively and quietly).

### *Challenges and Opportunity:*

The projected first year accomplishments for the new President & CEO include:

- Become completely familiar with all operating aspects of the Humane Society of Summit County including staff, finances, programs and services, community, and Board members.
- Evaluate all aspects of the HSSC organization: programs, staffing, technology, community interaction, facilities, and assets; implement and/or make recommendations on enhancements and changes.
- Continue to build on the momentum of the new facility and use it as a springboard for increasing outreach opportunities, volunteer training, public spay/neuter, as well as other programs and services.
- Evaluate current HSSC operations; working in concert with staff and Board, define staff roles, develop a strategic plan, and implement changes to maintain services while enhancing revenue and reducing cost.

## Position Profile

# President & CEO

- Continue active and effective fund development for ongoing operations and services. Seek to expand the existing donor base including through direct giving, planned giving, and other fundraising activities.
- Encourage staff members in their professional development. Actively and intentionally coach, mentor, and provide learning opportunities to staff to help them feel more invested in their roles while providing a supportive workplace culture.
- Improve overall volunteer/staff collaboration and relationships, helping each understand their roles and responsibilities while gaining appreciation for volunteer contributions.

The President & CEO position is an outstanding opportunity for an enthusiastic and committed executive to lead an organization focused on animal welfare that is proud of its history and reputation in the community and is ready to move to the next level of impact. A dedicated group of community partners and volunteers combined with a new state-of-the-art facility all serve as strong evidence of the passion for animal welfare within the community. The Board and staff of HSSC are committed to a strategic direction that will expand HSSC's vision and effectiveness with respect to animal welfare and advocacy within Summit County. The Board seeks a candidate with the inspiration and energy necessary to take HSSC to the next level by providing sound and thoughtful strategic leadership and enhancing the organization's overall fiscal strength through operational and fundraising success.

### Summit County

Summit County is in the northeastern quadrant of the State of Ohio and is home to over 540,000 people. The county seat is Akron with over 210,000 residents and the remaining population living in over 30 cities, villages, and townships in the County. Summit County includes residents from diverse ethnic backgrounds and has maintained a solid economy with a mix of service, healthcare, and manufacturing businesses. Arts and culture include galleries, community festivals, restaurants, museums, theatre, a large metro parks system, and one of the most visited national parks in the U.S. Educational organizations include outstanding public and private school systems, community colleges, and several public and private institutions of higher learning. More information can be found at: [www.visitakron-summit.org](http://www.visitakron-summit.org)

### Contacts:

Our client and WAVERLY PARTNERS firmly support the principle and philosophy of equal opportunity for all individuals, regardless of race, religion, sex, age, national origin, or disability. Interested candidates should send a resume in confidence to Waverly Partners at the address shown below or by contacting either consultant directly.

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