



Position: Executive Director

Salary: Highly competitive salary based on experience. Excellent benefits including 21 days of paid vacation year one and 12 holidays, plus health, dental and vision insurance and an annual stipend for professional development.

Timeline: Candidates whose experience and qualifications match our needs will be interviewed promptly and our goal is to have the position filled by June 15.

How to Apply: Please read the information below and then complete [this brief interest survey](#) which includes a place to upload your resume. You do not need to submit a cover letter at this time and the survey will only take 5 to 7 minutes. We are eager to get the right person on board, so you'll hear back from us within a week of submitting this survey.

Who We Are

With an 8.5 million dollar annual budget and responsibility for animal services for all of Maui, Maui Humane Society is a national leader in innovative, community-centered animal services. We pride ourselves on having one of the strongest, positive workplace cultures and we deeply value our staff, volunteers, foster caregivers, and community. We love animals, and this shows in every aspect of what we do at Maui Humane from our dog day out foster program to our innovative shelter dog management system to our work to provide the best care to cats and kittens in our shelter and in the communities we serve. We help every pet in need who comes to our doors - including a regular population of pet rabbits and guinea pigs who need care and rehoming. We're working to make the shelter a place of love, life, and second chances for our deserving residents and to give our community members everything they need to be great pet owners.

Why People Love Working Here

- Low shelter intake of around 5,000 pets annually
- Strong, stable veterinary medicine program with three to four veterinarians
- Focus on helping pets where they live, with innovative pet retention programs

- Shelter is located in peaceful, quiet setting and is centrally located to shopping and dining areas
- Staff are committed, thoughtful, kind, and eager to learn and grow

Who You Are

You're experienced at the Executive or Assistant Executive Director level of leadership, with demonstrated success in managing operations of a multi-million dollar organization. You take strategic planning seriously and have shown you can create a plan, get buy-in, and execute the plan, achieving goals and objectives. You have overseen all aspects of personnel management, including recruitment, hiring, training, and performance management. You have great written and verbal communication skills and you can demonstrate this as part of an interview process. You want to work at an organization where you can be successful and you love leading and developing others. You are comfortable working in a collaborative, engaged organization and you believe most everyone has value in helping pets and people. You have worked with volunteers in at least one previous position and you believe expansive community engagement is necessary to success. You are comfortable serving as the public face of the organization and have previously appeared on camera or in radio interviews. You have a strong working knowledge of financial management, organizational development, strategic planning, reporting, and technology solutions.

We're looking specifically for an individual who has *some* of the following background and expertise:

- a. Previous executive leadership experience
- b. Fundraising, grants and development experience
- c. Demonstrated start-to-finish project management experience
- d. Demonstrated ability to engage multiple and diverse stakeholders
- e. Previous experience leading successful marketing/communication campaigns
- f. Ability to provide examples of previous written work products including standard operating procedures, reports, and/or project presentations

The Position

Reporting to the Board of Directors, the Executive Director will serve as the leader of Maui Humane Society, overseeing all aspects of operations of Maui's only open-admission animal shelter. The ED is responsible for budgeting, contracts, fundraising, personnel management, communications, humane law enforcement, and animal shelter operations. This position will directly supervise four to six positions and will work closely with the board to define the strategic priorities, budget, and organizational goals. The ED will be responsible for achieving organizational goals and milestones, working within the

approved budget, providing comprehensive, monthly reports, and ensuring humane law enforcement follows and upholds all animal-related laws and regulations.

Qualifications

Bachelor's degree in public health, public administration, education, business administration, humanities, social sciences, or a related field is required. Master's degree preferred. At least two years of experience supervising a wide range of staff at multiple levels strongly preferred.

[Living on Maui](#)

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