



New Hampshire Humane Society Executive Assistant

The New Hampshire Humane Society (NHHS), a strong and respected animal welfare nonprofit, is seeking an experienced and dynamic Associate Director in Laconia, NH. NHHS provides shelter for lost, abandoned and unwanted animals; finds responsible and caring forever homes; advocates for animals; implements education programs and promotes responsible pet ownership and the human-animal bond; and advocates to prevent cruelty to animals. Please see www.nhhumane.org.

The Organization: Founded in 1900, NHHS began in Nashua and operated in many diverse locations. It was moved to Laconia in 1935 and evolved into today's innovative and full-service organization. In 2006, NHHS opened a brand new, state-of-the-art facility. NHHS offers each animal exceptional care and comfort, gentle behavioral support, and excellent medical treatment. All receive medical exams and are spayed/neutered. Other procedures are provided as needed. NHHS also provides community animal care. This includes low-cost rabies/microchip clinics and low-cost spay/neuters and rabies vaccines.

Adoption: NHHS has one of the highest adoption rates in New England, with an annual average of 1350 animals adopted and 150 lost pets returned to their owners, we are proud to be a vital community service.

Education/Volunteer Support: New Hampshire Humane Society provides innovative education and volunteer programs. Dedicated volunteers participate with school groups, school programs and children's groups in the Lakes Region through age appropriate, interactive activities and literature to learn about animal care. Children in grades K-6 who are able to read at any level come with an adult partner into the shelter to read to the cats in one of two cat social rooms, providing quiet, kind and loving human interaction and companionship. These rooms were expanded by the Catio Project, the creation of a screened, three-season extension and the building of a full-screened two-room gazebo provided by generous donors with the support of volunteer architects and builders in 2017.

Prevention of Cruelty: NHHS provides guidelines for owners who need to surrender their pets and receives animals who can no longer be cared for. NHHS also collaborates with local police departments and the animal control officer in cases of neglect and abuse. The organization is also at the forefront of national advocacy efforts including a new relationship with HASS: Human Animal Support Services.

Financial Support: NHHS is a local, stand-alone nonprofit that does not receive funds from national animal welfare organizations. Generous donors support NHHS through their philanthropy, and volunteers raise money for shelter operations through community events. Philanthropy also supports a pet food pantry, and volunteers provide animal care such as dog walking, foster care, cleaning and maintenance, and assistance in the kennel or laundry room.

Staff and Leadership Team: New Hampshire Humane Society employs 14 staff members with a budget of \$1.2 million. A strategically growing Board of Directors governs the vision and strategic direction of NHHS and provides support to the Executive Director.

Diversity, Equity, Inclusion, Equality, and Culture: Like any organization, NHHS has evolved and continues to do so. That evolution has occasionally come with growing pains and the organization is stronger as a result. New board and staff leadership and an organization restructuring has empowered leadership to more directly evolve institutional culture. As such, NHHS expects kindness, embraces diversity in all its forms, respects differing opinions and perspectives, and does not tolerate bigotry or discrimination of any kind. Above all, with every action we first ask, "what is best for the animals?"

The Position: The new Executive Assistant position is a key administrative role which has been created to support the Executive Director and team. The position will work collaboratively with other management as requested by the ED to build on New Hampshire Humane Society's success and reputation.

General duties include social media management, donor communication management, fundraising event management, publication management, and other responsibilities assigned by the Executive Director.

Executive Assistant Job Summary

New Hampshire Humane Society is looking for an organized, outgoing Executive Assistant. In this position, you will assist with a variety of clerical and administrative duties. These tasks include greeting clients, answering phones, taking messages, managing email and mail correspondence, and calendaring. You may also assist with invoicing, updating client and donor files, maintaining inventory, and ordering supplies. Since you will be the first person clients see as they walk through our door, we are looking for an individual who can maintain a professional appearance and demeanor at all times.

Executive Assistant Duties and Responsibilities

- Love of animals and general compassion.
- Kindness at all times paired with a drive to accomplish goals.
- Ability to maintain professional boundaries.
- Professional in demeanor, behavior, presentation, and in all forms of communication.
- Experience and skill in multitasking, planning services/programs, and execution of projects with competing timelines
- Strong written and verbal skills
- Answer phones, take messages, and offer answers to FAQs
- Respond to emails and manage mail correspondence
- Greet clients and visitors
- Help maintain organization calendar
- Assist with invoicing as needed
- Perform data entry and filing tasks
- Manage inventory of facility supplies
- Perform other clerical tasks as needed

Executive Assistant Requirements and Qualifications

- Diploma and/or Degree preferred
- Administrative or clerical experience strongly preferred
- Experience with Quickbooks software a plus
- Computer proficiency required
- Good organizational and time management skills
- Basic math skills required
- Experience working effectively with a team and independently

Compensation: This position will be a well-compensated, benefitted, full-time (40 hours) role with a PTO package, and professional development opportunities.

Timing: Immediate Opportunity

Location: The Lake Region of New Hampshire has much to offer individuals and families. Laconia is the gateway to the picturesque Lakes Winnepesaukee and Winnisquam and the White Mountains.

To Apply: Submit a position-specific letter of interest and résumé to Charles Stanton, Executive Director at Charles@NHHumane.org. No calls, please.

