

## Job Description

**Position Title:** Member of the Board of Directors

**Reports To:** Governance Committee Board Chairman

**Schedule:** Bi-monthly meetings; Schedule varies

---

### Summary of Purpose:

The Inland Valley Humane Society & S.P.C.A. is dedicated to providing compassionate care and shelter to animals in the San Gabriel Valley region of Los Angeles County.

As a member of the Board of Directors, you will play a vital volunteer leadership role in guiding and advising the Inland Valley Humane Society & S.P.C.A. in its mission to protect, care for, and advocate on behalf of sick, injured, homeless, and displaced animals throughout the communities we serve. This position emphasizes fundraising, community engagement, and strategic growth.

### Key Responsibilities:

Include but are not limited to:

- Guide the long-term direction of the organization, ensuring its mission and values focus on supporting vulnerable animals.
- Actively participate in fundraising by:
  - Leveraging connections, networks, and resources to develop collective action to achieve the organization's mission.
  - Supporting donor cultivation, stewardship, and grant outreach efforts.
- Attend and support major annual fundraising events which provide critical resources for the animals we serve.
- Ensure ethical, legal, and responsible governance of the organization, follow the organization's bylaws, policies, and board resolutions, and maintain confidentiality about all internal matters of the organization.
- Select, support, and evaluate the performance of the President/CEO.
- Promote succession planning and long-term board strength.
- Collaborate with and advise the IVHS & S.P.C.A. key leadership team.
- Champion the work of shelter and veterinary professionals providing compassionate animal care until reunited with families or placed in forever homes.
- Actively support IVHS & S.P.C.A. foster care services and volunteers in efforts to find permanent homes for adoptable animals.
- Advise and participate in plans to expand city-contracted shelter services.
- Promote growth and outreach initiatives, including increased access to affordable veterinary services and strengthen community support for new animal welfare initiatives.
- Attend and actively participate in bi-monthly evening Board meetings (in-person).
- Drive initiatives through impactful contributions to assigned sub-committees (virtual meeting attendance).
- Be involved in raising awareness for major annual IVHS & S.P.C.A. events.
- Represent IVHS & S.P.C.A. by attending at least one City Council meeting annually in contracted service areas to foster civic engagement.
- Participate in the annual Board summit focused on budget planning, driving organizational objectives, team building, and strategizing long-range development.
- Review and approve organizational budgets.
- Oversee financial decisions and ensure the fiscal health of the organization.
- Promote transparency and sustainability to ensure ongoing support.

- Serve as a community ambassador to elevate the organization's public image.
- Build meaningful relationships with stakeholders, donors, and civic partners dedicated to improving IVHS & S.P.C.A. shelter and medical services.

#### **Qualifications/Requirements:**

- Passion for animal welfare and community service.
- Commitment to making a personal annual financial contribution.
- Attendance at in-person bi-monthly evening Board Meetings.

#### **Preferred Qualifications:**

- Professional experience in fundraising, nonprofit leadership, marketing, legal, public policy, veterinary medicine, or animal advocacy.
- Strong interpersonal and communication skills.
- Prior board or committee experience.

#### **Inland Valley Humane Society & S.P.C.A. Core Values:**



Pawsitive- Embracing optimism at all times with animals, ourselves, each other, and our community.



Innovative- Leading the change our communities need with commitment to our mission.



Collaborative- Synergy and cooperation with partners and stakeholders to improve lifesaving.



Kindness- Meeting everyone with compassion and respect.

#### **Supplemental Information:**

Only those candidates whose applications and resumes most clearly demonstrate the responsibilities, qualifications, and values sought by Inland Valley Humane Society & S.P.C.A. shall be selected to move forward in the recruitment process.

All qualified candidates are encouraged to apply; Inland Valley Humane Society & S.P.C.A. is an Equal Opportunity Employer.

To express interest in serving as a member of the Board of Directors, please submit your resume or contact Board of Directors Executive Committee Member, Laura Vieyra at [lvieyra@ivhsspca.org](mailto:lvieyra@ivhsspca.org).