



JOB TITLE: **DOG SHELTER MANAGER** for Non-Profit Organization  
FULL TIME/PART TIME: **FULL TIME**  
REPORTS TO: **EXECUTIVE DIRECTOR**  
LOCATION: **ATLANTA, GA**  
SALARY: **\$35,000 – 45,000**

---

### **POSITION SUMMARY**

Furkids is the largest no-kill animal shelter in the Southeastern U.S., saving the lives of an average 3,000 cats and dogs each year. Our Shelter Managers are key members of our team, responsible for guaranteeing the humane treatment of animals, overseeing facility and equipment maintenance, inventory, budgets and supervising shelter staff. Shelter Managers are also responsible for customer service duties, including all Shelter staff interactions with volunteers, foster and adoption families, and the public at large. Though our Shelter Manager duties are largely administrative, Shelter Managers may be required to directly interact with the animals in the Shelter's care while assisting other staff or volunteers. The ideal candidate will be passionate about animals, and have prior managerial and/or customer service experience, with animal shelter volunteer or professional experience a plus.

### **DUTIES**

*In accordance with directives from the Executive Director:*

- Strategic Planning: development and implementation of plans to further the organization's goals, while ensuring all Shelter departmental efforts are aligned and in support
- Development and Implementation of Shelter Operational Procedures (*front of house, and back of house*)
- Development of Shelter Operating Budgets
- Responsible for Shelter Facility and Equipment Maintenance
- Responsible for Shelter Supplies Inventory
- Responsible for Setting and Meeting Adoption Goals
- Responsible for the positive experience of all shelter visitors, including volunteers, surrendering families, potential adoptive families, sponsors and donors, tour groups and individuals off the street. As Shelter Manager, you manage the Furkids brand promise for every individual that comes through the door.
- Team Building and Staff Development: Responsible for hiring (with directives from the CEO and/or Executive Director), training, and ongoing management of Shelter staff. Includes staff scheduling, periodic staff meetings as necessary to meet Furkids objectives, and regular performance evaluations.

*In accordance with directives from the CEO and/or Development Director:*

- Promote and actively support all ongoing fundraising activities and events. This includes active participation in Furkids fundraising activities and events that may occur outside of regular business hours.
- May work with Development Director to suggest and create new programs and fundraising events to directly impact adoption goals and Shelter facility upkeep.



The following staff positions report up to the Dog Shelter Manager:

- Adoption Team Manager
- Senior Kennel Tech
- Veterinary Technician
- Foster Home Coordinator

### **EDUCATION & TRAINING**

This is a leadership position requiring three-plus years of managerial experience. A college degree in business administration, animal science, or a closely related field is desired. Experience working with animals, particularly in a shelter environment, is a big plus.

This position requires continual attention to detail. Demonstrated ability to manage multiple projects in various stages of development, each with a unique timeline. Must have the ability to facilitate group processes, as well as develop and influence others on the team. Ability and comfort to change directions quickly as necessary. Experience in team building and staff development while managing change and leading your team through change through strong interpersonal skills. Ability to successfully advocate Furkids brand promise to all constituent populations: staff, volunteers, donors and sponsors, surrendering families, adoptive families, and the public at large, both inside the Shelter and at Furkids fundraising and adoption events held elsewhere.

This position requires a working knowledge of current record keeping, word processing, spreadsheet, and database management software, including the Microsoft Office suite (Word, Excel, PowerPoint, etc.)

### **HOURS**

This is a full-time position. Shelter 'administrative' hours are: 9:00 a.m. to 5:00 p.m. Monday through Friday. Additional hours will be requested upon occasion, as necessary to support all Shelter operations and fundraising efforts.

The Shelter Manager sets the professional tone for all other employees, so punctuality and active support and engagement in all Furkids public activities, is a must.

### **SALARY & BENEFITS**

Our Shelter Manager starting salary range is \$35,000 – 45,000 commensurate with experience.

Thank you for your interest in pursuing a rewarding career at Furkids Animal Rescue and Shelters. Please direct all career inquiries to Samantha Shelton, President & CEO. This position will be filled by October 15, 2016.