



JOB TITLE: Dog Shelter Manager for Non-Profit Organization  
FT/PT: Full Time  
LOCATION: Alpharetta, Georgia  
REPORTS TO: CEO  
SALARY: Commensurate with experience

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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.

The **Dog Shelter Manager** is a key member of the leadership team. He/she manages the day to day operations in the Alpharetta, GA dog shelter and supports the mission of Furkids: to provide a safe haven and quality care for homeless pets until we can match them with new owners in a loving, lifelong home. The ideal candidate will be passionate about animals, and have prior managerial and customer service experience in an animal shelter environment.

The Manager has four primary areas of responsibility:

**1) Dog Care & Adoption:** The Dog Shelter Manager ensures the humane treatment, health and safety of all dogs in the shelter's care. The Alpharetta shelter houses between 50-60 dogs at any given time and also leverages offsite foster families for additional support. The Manager leverages his/her team to find the right homes for each animal and to meet adoption goals. The Manager works closely with the Dog Intake Manager to intake new dogs into the Furkids program from state and county shelters and owner surrenders.

**2) People Leadership:** The Dog Shelter Manager oversees a team of Kennel Technicians, the Dog Adoption Manager and Volunteer Coordinator. A large portion of this leader's time will be focused on hiring, training and coaching the team of hourly, Kennel Technicians that deliver the day to day care and feeding to the shelter's animals and keep the shelter safe, clean and sanitized. The Manager creates schedules and processes payroll. The Manager fills in for all direct report functions, if needed.

**3) Facility & Equipment Maintenance:** The Dog Shelter Manager ensures the dog shelter facility is maintained to agreed upon standards. This includes the safety, cleanliness and organization of the entire shelter facility and grounds. He/she ensures all equipment, machines and Furkids' vehicles are in good working order. He/she ensures all office, food and cleaning supplies are kept in stock. He/she ensures the dog shelter abides by local or governmental requirements for noise prevention.

**4) Volunteer Program Oversight:** The Manager ensures we have an effective Dog Shelter volunteer program in place to meet shelter needs and to support community and state interests. He/she ensures that volunteers receive the appropriate training and coaching, and ensures the safety of the public and our animals.

## **DUTIES INCLUDE**

*In accordance with directives from the CEO:*

- **Strategic Planning:** Develop and implement plans to further the organization's goals, while ensuring all Shelter departmental efforts are aligned.
- Develop, implement and maintain Shelter Standard Operating Procedures and supporting protocols. (front of house, and back of house)
- Develop and manage Shelter Operating Budgets to achieve goals.
- Set and meet dog adoption goals.
- Partner with Furkids medical leadership and staff to ensure the proper vetting, spay/neuter, and ongoing health and medical treatments for all dogs in the dog shelter program.
- Responsible for the positive experience of all shelter visitors, including volunteers, surrendering families, potential adoptive families, sponsors and donors, tour groups and shelter guests.
- **Team Building and Staff Development:** Recruit, train, coach and develop Shelter staff. This 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.

## **EDUCATION & SKILLS**

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 word processing, spreadsheet and database management software including Word, Excel and PowerPoint. Experience with shelter database software, a plus.

## **HOURS**

This is a full-time position. The Manager is expected to work one weekend day (Sat or Sunday) and four week days. The shelter 'administrative' hours are: 9:00 a.m. to 5:00 p.m. Monday through Saturday and 10:00 to 4:00 PM on Sunday.

The Manager is also on-call for emergency situations.

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 is commensurate with experience. Benefits include health insurance and two weeks of paid vacation.

## **TO APPLY**

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. [Sam@Furkids.org](mailto:Sam@Furkids.org)

This position will be filled by August 31, 2018.