

Job Title: Animal Shelter Manager, Humane Society of Walton County

Location: Monroe, Ga

Salary Range: \$50,000-\$60,000

Position Type: Full-Time, exempt

About Us:

Humane Society of Walton County is a dedicated animal welfare organization committed to providing a safe and loving environment for homeless animals. With a mission to provide a sanctuary for underprivileged animals, to place animals into permanent, loving homes, and to support pet owners by offering resources, education, and spay/neuter services.

Position Overview:

We are planning on opening our adoption facility for dogs and cats in early November. We are seeking a passionate and experienced Animal Shelter Manager to grow and lead the team and oversee daily operations. The ideal candidate will be a dedicated advocate for animal welfare, possess strong organizational skills, and demonstrate excellent leadership abilities.

Key Responsibilities:

Team Leadership and Management:

- Recruit, train, and supervise shelter staff and volunteers.
- Foster a positive work environment that promotes collaboration, compassion, and professional growth.
- Conduct regular performance evaluations and provide constructive feedback.

Animal Care and Welfare:

- Ensure the physical and emotional well-being of all animals in the shelter.
- Oversee feeding, grooming, exercise, and medical care protocols.
- Monitor and maintain clean and safe living conditions for animals.

Adoption and Placement:

- Develop and implement effective adoption strategies for shelter animals.
- Coordinate adoption events and promotional campaigns.
- Coordinate the intake of new animals into the facility

Community Engagement:

- Cultivate positive relationships with the community, local businesses, and other animal welfare organizations.
- Organize educational programs, workshops, and outreach events to promote responsible pet ownership.

Tasks:

- Manage budgets, financial records, and shelter inventory.
- Prepare reports for stakeholders, including board members, donors, and government agencies.
- Ensure compliance with all legal and regulatory requirements.

Facility Maintenance and Improvement:

- Oversee the maintenance of shelter facilities and grounds.
- Identify opportunities for improvements and implement necessary upgrades.

Qualifications:

- Excellent interpersonal and communication skills.
- Proficient in computer applications and shelter management software.
- At least 3 years experience managing staff

Benefits:

- Paid time off and holidays.
- Opportunities for professional development and training.

Application Process:

Interested candidates are invited to submit a resume to mirandaporeba@gmail.com. Please include "Animal Shelter Manager Application" in the subject line.

Humane Society of Walton County is an equal opportunity employer and welcomes candidates of all backgrounds to apply.

Note: This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it.