



## **Sanctuary One Animal Care Manager Position**

**Position Title:** Animal Care Manager

**Reports To:** Executive Director

**FLSA Status:** Exempt, Permanent, Full-time

**Category:** Non-Resident Employee

**SUMMARY:** The Animal Care Manager will be responsible for overseeing the intake, care, and placement of all animals, ensuring the animals' safety, health, and wellbeing, as well as a variety of other farm-related duties including working with volunteers and interns. Serve as the primary liaison with local and national animal rescue organizations, shelters and adoption agencies.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

- Select, tend, feed, train, and socialize animals. Ensure and monitor their health and welfare using humane practices throughout their lives.
- Nurse ill and injured animals and monitor and record animal progress.
- Oversee adoption process to ensure appropriate homes for animals according to Sanctuary guidelines, including coordinating on-site visits as needed.
- Coordinate with various animal control/rescue organizations, feed and farm supply stores and vendors, and affiliated nonprofits to support Sanctuary goals.
- Manage and supervise Animal Care Assistant staff.
- Assist with the development of animal policies & procedures.
- Assist in the cultivation of donors, volunteers, and visitors.
- Collect, analyze and present reports and information as required.
- Work with the staff and board to develop annual budget related to the animal care program; and monitor income and expenses for this area.
- Comply with all safety and work rules, policies and procedures.

### **SECONDARY DUTIES AND RESPONSIBILITIES include the following:**

- Arrange and attend adoption events throughout the region.
- Coordinate and attend media opportunities, including television adoption highlight segments.
- Assist with the cultivation, training, and mentoring of interns and volunteers in animal care.
- Assist with public tours and service learning groups.

- Prepare updates, articles, and other useful information about animals at the Sanctuary for publication and dissemination in newsletters, on the website, and in selected media, in coordination with the Executive Director.
- Maintain competency in all position responsibilities.
- As a team player, perform general administrative tasks such as email, phone, greeting guests, and processing paperwork.
- Attend meetings and participates as requested.
- Provide support and serves as back-up to other staff positions as needed.
- Other related duties as assigned.

### **Communication and Professionalism**

- Interacts in a kind, compassionate, and professional manner, in keeping with the mission of Sanctuary One.
- Exhibits a high degree of diplomacy in dealing with individuals over the phone or in person.
- Communicates effectively with fellow employees, board members, visitors, donors, volunteers, and vendors.
- Maintains confidentiality and security.

### **Required Knowledge, Skill and Ability**

- Ability to work in a team environment.
- Computer proficient (databases, data entry, e-mail, Excel, Word, PowerPoint, Internet and the like).
- Ability to speak, read, write legibly, follow verbal or written instructions and perform basic math.
- Must be flexible, dependable and responsive.
- Ability to plan, organize and prioritize.
- Ability to collect, maintain and analyze data.
- Must be able to work independently.
- Knowledge of best practices related to animal welfare.
- Ability to perform physical labor in all kinds of weather conditions.
- Job requires lifting up to 20 pounds and occasionally as much as 75 pounds.

### **Education, Experience and Licensure**

- Bachelor Degree in related field or 3 years related experience
- A minimum of 1 year supervisory experience.
- Valid driver's license.