



HELP the Animals, Inc.
2101 West Main Street
Richmond, IN 47374
(765) 962-6811
www.helptheanimalsinc.com

Director of Shelter Operations

Summary of Position:

The Director of Shelter Operations (Director) serves as the liaison between the Board of Directors (Board), the community and shelter staff. The Director will uphold the mission of the shelter, promote its goals and provide education to the public to promote adoptions and humane population control. The Director will further advise the Board with making decisions in the best interest of the organization. The Director will lead the shelter with the help of the staff to become a state-of-the-art adoption center, promoting spay and neuter programs and promoting humane education outreach in the community.

Duties & Responsibilities (including but not limited to):

- Oversee daily shelter operations including but not limited to: animal health and well-being, adoptions, shelter maintenance and security, staff and volunteer scheduling
- Oversee human resource needs of the shelter
- Prepare and present an annual budget to the Board
- Responsible for public relations, community outreach, fundraising and grant writing
- Coordinate strategic marketing plan including but not limited to: website, social media presence, radio and TV ads, etc.
- Prepare and implement community outreach programs such as spay/neuter clinics, vaccination clinics, chip & clip events, etc.
- Prepare and present monthly and annual reports that summarize various shelter activities to the Board
- Cultivate and maintain mutually beneficial relationships with local veterinarians and other animal welfare organizations
- Develop and implement a preventative maintenance plan to ensure the physical and security needs of the property and facilities are met

Qualifications (including but not limited to):

- Bachelors degree preferred
- Experience in not-for-profit management
- Lead and inspire shelter staff and volunteers
- Experience in fundraising and grant writing
- Excellent written and oral communications skills
- Able to work effectively with the Board
- Able to bend, stoop, and routinely carry at least 50 lbs
- Able to effectively handle a wide variety of roles including leadership, strategic planning, communications, finance, administration, fundraising, data management and technology
- Experience in an animal welfare organization and/or working knowledge of companion animal care and adoption issues

If interested, please email resume and cover letter to helptheanimalsinc@gmail.com by February 28, 2018.