



## **JOB ANNOUNCEMENT**

### **LIFESAVING PROGRAMS MANAGER**

The Rockingham-Harrisonburg SPCA is seeking to fill the position for Lifesaving Programs Manager. Lifesaving Programs at the R-H SPCA are comprised of our Foster Program, Rescue Transfer Program and Offsite Adoptions. This person will coordinate recruitment of fosters and placement of R-H SPCA animals in our Foster Program; as well seek alternate placement for our animals by finding suitable placement with Rescue Partners and facilitate Off-site adoptions.

About the R-H SPCA: Located in Harrisonburg, Virginia the R-H SPCA is a private non-profit animal welfare organization with impoundment contracts for the City of Harrisonburg and Rockingham County. We receive on average 2500 animals a year and are striving to create positive outcomes for the animals that come into our care.

Please go to our website <https://www.rhspca.org/careers.html> to view the job description.

## JOB DESCRIPTION

JOB TITLE: Lifesaving Programs Manager

DEPARTMENT: Lifesaving Programs

ACCOUNTABILITY: Executive Director

FUNCTION: Under direct responsibility of the Executive Director, the primary responsibilities of the Lifesaving Programs Manager is for oversight of the R-H SPCA Foster and Rescue Transfer Programs as well Off-Site Adoptions. The Lifesaving Programs Manager is responsible for working closely with other department managers to ensure efficient flow of animals through the shelter and providing optimal opportunities for positive outcomes for the shelter animals.

## DUTIES AND RESPONSIBILITIES

### General:

- Perform duties in a manner which encourage attainment of R-H SPCA goals.
- Work courteously and cooperatively with the staff, volunteers, fosters, adopters, partners and donors to ensure that all R-H SPCA policies and procedures are followed and new ones implemented successfully.
- Ensure quality care and humane treatment for the animals owned by the R-H SPCA.
- Plan, build capacity, organize, coordinate, review, evaluate and direct the implementation of the Lifesaving Programs in support of the organization's mission.
- Assist in implementing operation compliance with current federal, state, county and local laws, regulations and guidelines that effect operations.

### Administrative:

1. Responsible for accurate record keeping, maintaining data integrity of all animal records and statistical reporting for all program(s) related activities.
2. Serve as primary contact for foster volunteers, rescue organizations and off-site adoption event hosting organizations.
3. Receive and discharge animals.
4. Schedule / manage foster animals for proper vaccine and health check-ups.
5. Properly identify all animals and maintain proper paperwork and accurate control of supplies.

### Communication:

1. Communicate with and work closely with R-H SPCA team leads and managers regarding people service (including customers, volunteers, fosters)
2. Communicate well in person, via email and telephone with individuals within the organization and outside to ensure success of the programs.
3. Function as a spokesperson for the organization when needed.
4. Assist with publicity for the organization's programs.

#### Foster Program:

1. Responsible for recruitment and ongoing training and engagement of foster volunteers.
2. Work closely with the Shelter Operations Manager and others as required to assure foster coverage seven days a week.
3. Coordinate all foster visits (vaccines, vet checks, picks ups, drop offs etc.)
4. Data collection, maintenance and reporting related to foster activities.

#### Offsite Adoptions:

1. Responsible for coordinating successful off-site adoption events.
2. Work with volunteer manager to recruit, coordinate and train volunteers to ensure successful offsite adoption events.
3. Work closely with Shelter Operations Manager and others as required to assure optimal participation resulting in offsite adoptions.

#### Rescue Transfer Program:

1. Responsible for expanding Rescue Transfer Network and maintaining relationships with existing network partners to assure optimal opportunity for shelter animals to have positive outcome through transfer to rescue.
2. Work closely with Shelter Operations Manager and others as required to identify and network animals in need of rescue placement.
3. Coordinate all activities related to rescue transfers (appropriate paperwork, scheduling medical testing and treatments needed, transportation and logistics etc.)

#### Volunteer Management and Development

1. Recruit and maintain volunteers who are eager to achieve the organization goals and promote the mission. Manage and direct all program(s) volunteers.

#### Budget and Finance

1. Participate in budgeting process for all programs and adhere to approved budgets.
2. Conserve finances whenever possible.

Flexibility in scheduling is a must. You may be working any hour of any day of the week. Perform related work as required. Job responsibilities and opportunities may change as organizational needs change and grow.

#### TRAINING AND EXPERIENCE

R-H SPCA is seeking a progressive, quick thinking, dynamic individual who brings animal handling and people skills along with passion, commitment and enthusiasm for our mission and accountability for their work. We are seeking someone who is able to lead and work well with a team. Independent thinking and resourcefulness to overcome roadblocks are a must.

The ideal candidate will have 2 years of animal care and/or partnership building and networking experience. Excellent time management and oral and written communication skills and the ability to develop and build teams to support common goals is required.

#### PHYSICAL REQUIREMENTS:

Ability to lift 35 lbs., stand for long periods of time, move quickly, work with and around animals (including diseased, injured and/or potentially aggressive animals), loud noises, chlorine or other chemicals, inclement weather along with evening, weekend and holiday work times.

#### COMPENSATION

This is an hourly position offering a competitive rate based on experience. After a period of employment, the Manager of Lifesaving Programs is eligible for medical insurance and PTO.

#### NATURE OF EMPLOYMENT

The Lifesaving Programs manager is an exempt position, which generally requires a minimum of 40 hours per week and may include travel, weekend, evening and holiday work. The Lifesaving Programs Manager will also be on call 3-4 days a week for 24hour foster/shelter related emergencies.

There is no minimum period of employment guaranteed or implied by acceptance of an offer of employment. It is the policy of the R-H SPCA that employment for this position is at will, which means that employment for no specified term and the employee or agency may terminate that employment at any time without cause. This job description serves as a guide.

Send resume and cover letter to Huck Nawaz at [ExecDirector@rhspca.org](mailto:ExecDirector@rhspca.org) with the subject line "LPM Resume and Cover Letter".