

Director of Animal Welfare

Kitsap Humane Society, Silverdale, WA

The Director of Animal Welfare is an experienced and effective professional with the capacity to build upon our past successes and take all aspects of our shelter operations to the next level. They are a member of the Leadership Team and reports to the Executive Director. The DAW oversees a team of 35, and directly supervises six (Shelter Manager, Behavior Manager, Foster Manager, Volunteer Manager, Customer Service Manager, and Shelter Operations Assistant).

The Ideal DAW:

- Displays a sincere interest, enthusiasm, and affinity for animal welfare management and working with people and animals.
- Is dedicated to KHS' mission, vision, and values.
- Demonstrates an attitude of being in service to all stakeholders; using good judgment; maintaining a positive outlook; and, ideally, a sense of humor.
- Works well leading, managing and participating on teams, demonstrates an attitude and commitment to collaboration and is committed to transparent and effective communication.
- Exhibits an approach to adaptability through overcoming obstacles to achieve results, remaining flexible and open to new ideas, recognizes and encourages others to understand changes in work tasks, situations, and environment as the basis & value for transformation.
- Is committed to personal and professional development through life-long learning.
- Is deliberate in their approach to creating an atmosphere of leadership, engagement, innovation, collaboration, communication, gratitude, and service.
- Keeps up to date with the animal welfare industry, including innovations and opportunities.

Essential Duties and Responsibilities

- Manage all aspects of shelter operations, except veterinary services and animal control, including adoptions, transfers, community support services, volunteers, education, foster, animal care, facilities, admissions, behavior, and customer service.
- Provide oversight of the flow of shelter animals and pathway planning, focusing on reducing length of stay and ensuring the most humane outcome for the shelter animals.
- Collaborate cross-departmentally with Leadership Team and Board of Directors, spanning human resources, finance, marketing, philanthropy, animal control and vet services, to ensure and support organizational success.
- Develop department budgets and monitor finances in collaboration with the Director of Finance and Shelter Managers.

- Ensure that Standard Operating Procedures are created and maintained, and the facility, programs and services are operated in accordance with KHS and industry standard operating guidelines.
- Work with Shelter Managers and other stakeholders to plan, manage, organize, implement, and evaluate programs, services, activities, and procedures on an ongoing basis.
- Develop and maintain positive relationships with local regional and national organizations including humane societies, networks and alliances, professional organizations, and others.
- Prepare timely statistical reports about shelter programs and activities.
- Ensure that organizational strategic priorities and goals are carried out, meeting benchmarks and deadlines.
- In partnership with the Director of Shelter Medicine and Director of Animal Control, serve as a subject matter expert for hoarding cases, communicable disease outbreaks and other health/welfare related animal welfare issues.
- Maintain euthanasia certification and conduct or assist with behavioral euthanasia as needed, particularly in sensitive cases.
- Provide clear, consistent, ongoing communication with staff and volunteers about shelter operations and animal welfare updates.

Qualifications

- Five years of experience managing shelter operations, preferably in a nonprofit shelter.
- Five years of experience directing the work of a diverse and productive team of staff and volunteers.
- A strong working knowledge and instinctive understanding of animal breeds, behavior, and handling.
- Experience in financial management, including budget development and oversight.
- Program management knowledge and experience.
- Excellent interpersonal skills with a high degree of social and emotional intelligence and a commitment to help others to reach their full potential.
- The ability to work in an emotional field where a positive attitude, sense of humor and understanding how to overcome compassion fatigue are essential.
- Exceptional verbal and written communication skills.
- Ability to work a flexible schedule that may include some evenings, weekends, and on-call status.
- Demonstrated ability to utilize Microsoft suite of products and proficient with database management (Shelter Buddy preferred).

What makes this job awesome?

- This is a full-time exempt position with an annual wage of \$76,000 - \$80,000, DOE
- Medical, Dental, Health Reimbursement Arrangement, \$10,000 Group Life Insurance Plan and Employee Assistance Program 100% paid by employer for the employee's coverage (only on base plan for medical). Voluntary Vision, Supplemental Life Insurance, Supplemental Long Term Disability, Pet Insurance, and participation in a 403(b) Retirement Plan also available. If elected, benefits are available the 1st of the month after hire.
- 2 weeks of vacation, increasing to 3 weeks in your second year; 11 paid holidays; and 2 weeks of sick leave annually.
- Bereavement paid time for family and pet
- Public Service Loan Forgiveness eligibility for full-time employees
- Grow your family with one free pet adoption per year!

Diversity, Equity, and Inclusion Employer

At Kitsap Humane Society employees come from all walks of life. We strive to hire great people from a wide variety of backgrounds. Kitsap Humane Society is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to

race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We believe in the importance of recognizing the value each of us contribute to the success of our mission. Having a diverse workforce is this organization's greatest resource of strength and knowledge. It is through the combination of talents and abilities that we can pursue finding effective measures on how we can provide the best customer service. We are committed to building a diverse and inclusive workplace for everyone.

KHS welcomes individuals' indicating the name and pronoun they would like to be referred to and will honor this as they interact in our diverse and inclusive organization.