



THE NOAH CENTER

JOB POSTING

OPERATIONS DIRECTOR

Attention experienced animal lovers! The NOAH Animal Center is hiring a full-time Operations Director. Join our fun, fast-paced, and professional environment where you can help save the lives of homeless dogs and cats through our high quality, low-income spay and neuter programs, family-friendly pet adoptions, humane education, and volunteer programs. It's a great career opportunity for someone who enjoys being a compassionate and supportive leader to volunteers, loves animals, and wants to help NOAH achieve our mission of finding homes for animals and reduce the overpopulation of animals through low-cost spay/neuter.

Job Summary

The Operations Director provides leadership and management to all areas of operations including the Adoptions, Foster Care, Transport, and Partnership Programs, and Animal Care Teams. Constantly strives to enhance the adoption program by seeing that animals are placed in homes best suited for their individual needs while promoting exceptional customer service. Oversees the Foster Care Coordinator facilitating the development of relationships with partner shelters and foster volunteers while providing exceptional care to the animals. Works with the Transfer & Partnership Coordinator to cultivate and expand relationships with partner shelters.

The Director provides strong leadership, direction and on-site supervision to the animal care employees and volunteers. Under the direction of the NOAH Veterinarians, works to identify, develop and supervise the implementation of protocols and procedures for animal care in compliance with objectives for quality, safety, cost effectiveness, and humane treatment of animals.

Promotes NOAH in a positive and professional manner to the community. Serves as a Director to support the overall management of the facility and operations.

The Operations Director must support The NOAH Center's mission, philosophies and practices. Superior customer service, consistent humane handling of animals, and fundraising are priorities for every NOAH staff member and volunteer. Performs duties in a safe and professional manner that is in accordance with NOAH's Code of Conduct.

Qualifications

- Two year Associates Degree. Emphasis in business management or Veterinary care preferred.
- Must be 18 years of age
- Minimum of 5-7 years of professional experience in business management, shelter management or animal welfare.
- License Veterinary experience preferred (Veterinarian or Technician)
- Proven management, supervision, and leadership capabilities.
- High energy, positive, "can-do" attitude.
- Flexibility, teamwork, and attention to detail.
- High degree of initiative.
- Strong verbal communication skills and demonstrated ability to write clearly. Superb communications and presentation skills; ability to convey the mission of The Noah Center to diverse groups including partner shelters, staff, volunteers, donors, and community members.
- Ability to communicate effectively. Can change tactics midstream and manage group processes during operations, meetings or discussions.
- Demonstrated ability to think strategically and thorough understanding of working with large diverse groups of people.

- Demonstrated ability to manage staff and volunteers.
- Exceptional ability in program coordination, ability to meet deadlines, detail management, and handling multiple tasks.
- Ability to work long hours, evenings and weekends.
- Proficient in Word and Excel. Shelter software program experience desired.
- Deep compassion for animals and a desire to reduce pet overpopulation.
- Must meet all the requirements in The NOAH Center's WSP WATCH Background Check Policy.

Work Conditions

Requires working indoors in environmentally controlled conditions. Job tasks are performed in close physical proximity to other people. Exposure to cleaning chemicals and biological and potentially zoonotic agents. Subject to animal, dander, bites, and scratches.

Salary:	Competitive DOE
Classification:	Exempt, Regular, Full-Time
Schedule:	Varies, may include some weekend and evening work
Benefits:	Medical & dental insurance, paid sick leave, paid time off, holiday pay & retirement options (Eligibility requirements must be met)
Reports to:	Executive Director
Reporting Staff:	Adoption Matchmakers, Animal Care Employees, Foster Care Employees, Transfer & Partnership Coordinator and volunteers.

The Noah Center is an equal opportunity employer. This position description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. It in no way states or implies that these are the only duties to be performed by the employee occupying this position. The Noah Center reserves the right to revise or change job duties and responsibilities as the need arise and as business requires. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

Instructions for Applying

MUST BE AVAILABLE TO WORK SOME WEEKENDS

Please submit a cover letter and resume to:
 Stacie Ventura, Executive Director
 Email: stacie@thenoahcenter.org

Thank you for your interest in working for The NOAH Center!