



Vacancy Announcement

A Northwest leader in protecting animals since 1967, the Progressive Animal Welfare Society (PAWS) shelters homeless animals, rehabilitates injured and orphaned wildlife, and empowers people to demonstrate compassion and respect for animals in their daily lives.

Position Title: **Director of Companion Animal Services**

Purpose of Position:

PAWS is a complex, dynamic organization celebrating 52 years of service and success. The Director of Companion Animal Services (CAS) directs the operations, personnel, activities and programs of the PAWS Companion Animal Services Department to assure a high standard of quality animal welfare care and customer service is maintained. Reporting to the CEO, the Director of CAS is a member of the Senior Leadership team and creates and supports organizational excellence. The ideal candidate is a seasoned and successful animal welfare leader with strong leadership and collaboration experience.

Duties and Responsibilities:

In accordance with organizational policies, duties include but are not limited to:

- Responsible for decisions governing and implementation of all systems used in the Companion Animal Services (CAS) department, including the shelter, PAWS Cat City, offsite adoption programs and the spay/neuter clinic.
- Assess operational effectiveness and implement improvement enhancement measures.
- Oversee the daily operation of the Department and develop/approve CAS policy.
- Defines positions and areas of responsibility for personnel. Responsible for/oversees recruitment, hiring, management and termination of CAS personnel, promotes professional growth and provides for instruction of personnel on CAS operations.
- Responsible for ensuring a safe environment exists for the animals, staff, volunteers and public within the CAS areas and supports this for other areas of the PAWS campus.
- Ensure compliance with rules and guidelines from regulatory agencies.
- Ensure continuation and expansion of a PAWS volunteer program; Promotes effective interactions between staff and volunteers.
- Negotiates contracts and maintains relationship with communities to provide stray services.
- Responds to public requests and needs regarding companion animal services. Facilitates conflict resolution between staff or volunteers and between staff and clientele.
- Keeps abreast of current animal sheltering issues to ensure department is using industry 'best practices'. Foster PAWS reputation on both the local and national level.
- In collaboration with PAWS Development & Community Relations department (DCR) assist with media and marketing and may act as official spokesperson. Assist with funding, including grant proposals, and represent the CAS Department to donors and other audiences. Direct the department involvement with major agency fundraising events.
- Coordinates the maintenance plan for CAS buildings and vehicles and oversee purchasing and inventory of equipment and supplies used in CAS operations and support the maintenance of agency grounds and other physical assets.
- Prepares CAS budget for submission to the CEO, manages expenditures within approved budget; contributes to departmental revenue by setting fees and negotiating reimbursement for services with local agencies.
- Work collaboratively with DCR on funding, including grant proposals, and representing the CAS Department to donors and other audiences. Directs department involvement with major agency fundraising events.
- Work with local and state agencies, provides testimony at public hearings; and may serve on local, regional or national coalitions and task forces that deal with issues impacting companion animals.
- Responsible for all aspects of record keeping and security of control level drugs used within CAS.
- Responsible for ensuring compliance with rules and regulations to maintain the shelter and Cat City kennel licenses and "Animal Care and Control Agency/Humane Society Registration", and other licenses required for normal operations of the department.
- Develops long-range planning goals and action plans, departmental policy and procedures. Leads department involvement in PAWS public education and outreach efforts, including humane education program.
- Attends director's meetings, board meetings, and other meetings or conferences as requested by the Executive Director.

- As a member of PAWS Leadership Team assist the development and implementation of PAWS strategic vision.

Requirements:

- Baccalaureate degree from an accredited university required or equivalent experience and can read, write and speak clearly in English so that written and verbal instructions can be given and followed.
- Minimum three years' successful experience directing operations and personnel at a companion animal shelter or equivalent experience and be able to effectively manage people and programs. Demonstrated ability to inspire, mentor and coach. Must be knowledgeable about companion animal care, animal medical and behavior issues. Must be able to handle individual animals in a caring, safe and humane manner.
- Able to quickly absorb and discern complex issues, make principled judgments in a variety of situations, and act decisively under stressful conditions. Must be able to evaluate needs and problems, find solutions, set priorities and have the vision, foresight and skills necessary to develop programs and long-range plans.
- Able to work maturely and respectfully with diverse groups of people and maintain high quality customer/public relations. Must possess excellent interpersonal, organizational, written and verbal communication and computer skills; proven ability to provide a positive working environment built on team concepts.
- Able to work cooperatively with people and to communicate clearly about PAWS' mission, the care and treatment of animals, and the safety of the public and other employees. Must always be able to represent PAWS professionally.
- Demonstrated poise and grace under pressure.
- A sincere interest and belief in the mission and values of PAWS.
- Must have or can obtain a valid certificate of euthanasia training.
- Must have or be able to obtain a valid Washington driver's license with no major or repeated minor traffic offenses and auto-insurance with required coverage limits.

Benefits:

- * Paid Time Off, 9 Paid Holidays, Medical/Dental/Vision Insurance, Life Insurance, Long-term Disability Insurance, 401k with Company Contribution and Match, Veterinary Care and Pet Supply Discounts.

Note: Under the provisions of the Immigration and Reform Act of 1986, the successful candidate will be required to provide both evidence of identity and eligibility for employment.

All Offers of Employment are Conditional, based on successful completion of reference and background checks.

To apply:

Please submit a Cover Letter stating why you are interested in this position, Resume, and Completed PAWS Employment Application (<http://www.paws.org/about/employment/>).

Send:

Via e-mail to: CASDIR@paws.org

Or

PAWS – Director of CAS
PO Box 1037
Lynnwood, WA 98046

Position Open Until Filled