

Fluvanna SPCA Shelter Manager

The Shelter Manager (SM) oversees all operations and programs at Fluvanna SPCA, ensuring compliance with state laws/regulations and evidence-based sheltering best practices. Reporting to the Board of Directors (BOD), the SM manages day-to-day activities and implements shelter policies.

(Preferred) Experience and Skills

1. Commitment to and understanding of Fear-Free and No-Kill sheltering
2. Previous animal shelter experience.
3. Leadership and change management skills, self-motivated.
4. Ability to plan, organize, and delegate.
5. Completion of Fear Free for Shelters course within 60 days (required).
6. Strong communication skills

Duties:

General

1. Develop an annual shelter report with the BOD.
2. Meet with the Board President to discuss long-term plans and policies.
3. Ensure safety and well-being of staff, volunteers, and animals; responds to concerns expressed by staff, board of directors, ACO, volunteers, or the public.
4. Manage funds and oversee their safekeeping.
5. Implements and oversees volunteer, animal welfare, adoption, and foster care programs with assistance from BOD and the volunteer coordinator.
6. Attend board meetings, provide updates, and act on assigned tasks.
7. Serve as the shelter's spokesperson and manage community outreach.
8. Assists BOD with fundraising activities, donations, and grants as needed.
9. Assists with the organization's social media accounts, website, email campaigns, and PSA submission as needed.
10. Handles mail, emails, phone calls, and oversees office cleanliness.
11. Plans and coordinates, in cooperation with the animal control officer, low-cost rabies and other vaccination clinics at least twice a year.
12. Foster relationships with donors, businesses, and the community.
13. Attend pertinent workshops and seminars as approved by the Board of Directors.
14. Other duties as assigned.

Animal Management

1. Ensure humane treatment of animals using the Fear Free model.
2. Implement and monitor behavior/enrichment programs; ensures that best practices regarding low-stress/positive reinforcement training are implemented and consistently followed by all staff and volunteers who handle animals.
3. Oversee medical and behavioral records and coordinate care with the vet; works with animal care lead to develop a health plan for each animal at the shelter, to include scheduling vet visits, routine shots, tests, medications/behavioral modification plan for behavioral problems, and spay/neuter.
4. Works with staff, BOD, and veterinarian to make euthanasia decisions consistent with the no-kill philosophy, community safety, and animal well-being.
5. Oversees development and implementation of targeted strategies to shorten length of stay.
6. Ensures the Operations Team maintains animal care in accordance with Commonwealth of Virginia code and FSPCA protocols.
7. Coordinates transfer of selected animals to other 501(c)3, no-kill organizations when appropriate.

Staff Supervision

1. Regularly review staff procedures, issues, and professional development; receive input from staff and BOD.
2. Hire, train, supervise, motivate, evaluate staff, and maintain personnel files and job descriptions; disciplines and terminates shelter staff as needed.
3. Ensure proper coverage and communication for shifts.
4. Conducts performance evaluations based on policy and operating procedures.
 - a. Identifies, with BOD committees, ongoing education and training materials and oversees ongoing staff upgrading of skills and knowledge.

Data Management

- Ensure/oversee accuracy of Shelter Buddy software and maintain records.
- Prepare reports for the BOD and oversight agencies.

Building Maintenance

- Oversee equipment and shelter facility maintenance.
- Prepare for emergencies
- Manage supply orders.
- Communicate with county officials regarding building maintenance required by law.

Financial

1. Assists BOD with financial policies and procedures.
2. Works with FSPCA Treasurer to input charges into and maintain accuracy of Quickbooks.
3. Recommends cost-cutting measures to the Board of Directors.

SM Signature: _____ Date: _____

BOD Signature: _____ Date: _____