



## THE WILDCAT SANCTUARY



They will never know freedom.  
Can they at least know compassion?

**Role:** Animal Care Manager

**Reports to:** Operations Director

**Exempt status:** Full-time salaried with benefits

**Purpose:** Under general direction of the Operations Director, the Animal Care Manager will work alongside caretakers to support daily work, provide leadership and ensure TWS policies and protocols are followed during day-to-day operations. The Animal Care Manager will provide direct supervision to caretakers and interns to ensure all job duties and responsibilities are performed in a manner that reflects the highest ethical and professional standards of conduct, performance and safety.

### **Responsibilities:**

- Establish a proactive leadership and communication role with Operations Director and TWS leadership, regarding animal management, animal health, and staff supervision.
- Provide daily management and supervision of caretakers and animal care interns by providing leadership, direction, support, coaching, training and staff development
- Participates in all aspects of daily, animal husbandry with 75% spent on direct animal husbandry ensuring the cats physical and psychological needs are not only met, but surpassed.
- Responsible for daily implementation, enforcement and oversight of approved policies, procedures and protocols to ensure the highest standards of care.
- Ensure staff results by clearly communicating job expectations; planning, monitoring, and appraising results; coaching and working with Operations Director when disciplining staff is needed.
- Supervise record-keeping activities including observations, animal records, etc.
- Maintain quality communications with Operations Director, Hospital Manager, Facilities, Caretakers, Office Staff, Interns and Volunteers.
- Supervise inventory control to maintain optimum levels of food, supplies, materials and equipment, and their cost-effective procurement.
- Ensures compliance with all state and federal regulatory agencies including, but not limited to following DEA, GFAS, USDA, OSHA, MDH and EPA
- Participate as assigned in non-routine health and husbandry activities such as animal transports, animal introductions and the medication of animals.
- Participate in special events, marketing, and other promotional activities as assigned.
- Perform other duties as assigned.

### **Experience:**

- Minimum six (6) years' experience in work relevant to related animal husbandry.
- Minimum two (2) years' experience in successfully supervising, coaching, and appraising staff and/or interns.

### **Expectations/Qualifications**

- Commit the organization's mission, vision, values and strategic anchors, including our "no contact" policy.
- Commit to the animals by focusing on individualized care and continually going above and beyond when it



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comes to animal care, habitats, enrichment, behavior training and housing

- Perform all job duties and responsibilities in a manner that reflects the highest ethical and professional standards of conduct and performance.
- General knowledge of Zoonotic Disease and Sanctuary SOP's
- Trained in chemical immobilization and firearms within 6 months of start date.
- Ability to work in extreme weather conditions from 100-degree days to freezing temperatures.
- Must have tetanus vaccine.
- Ability to work safely, recognize safety hazards, and apply proper safety precautions
- Adhere to Sanctuary policies, procedures, and protocols.
- Foster an open and inclusive work environment by modeling TWS behaviors and values, consistent with the vision, mission and strategic anchors of the organization.
- Professional respect, empathy and kindness toward coworkers, managers, and subordinates, as well as donors and volunteers.
- Friendly and outgoing personality with a willingness to guide, teach and learn from others, including interns and volunteers.
- Understanding that this is a non-traditional, full-time position requiring a flexible, non-traditional schedule and commitment.
- Ability and desire to work in a fast-paced, ever-changing environment and embrace flexibility.
- Must be able to handle the physical and emotional aspect of work in a sanctuary and have high level of resiliency.
- Critical thinker who can offer recommendations and creative solutions.
- Willingness to do what is needed in the moment to benefit the animals and organization. (Regardless if this falls under job description)
- Must be results-oriented, self-reflective and take responsibility for actions.
- Attention to detail as it pertains to animal wellness and safety. Always going above and beyond for the animals.
- Possession of a valid driver license. Reliable transportation to our rural location in all four seasons is required.
- Willingness to accommodate TWS dogs and domestic cats in the workplace.

### **Compensations and Benefits:**

- Annual salary of \$52k
- Simple IRA
- Health Insurance
- Vacation/Sick Time

### **How to Apply:**

Please email your résumé and cover letter to [Kellym@wildcatsanctuary.org](mailto:Kellym@wildcatsanctuary.org)