



***Sammie's Friends***  
***14647 McCourtney Road***  
***Grass Valley, CA 95949***  
***(530) 471 5041 [info@sammiesfriends.org](mailto:info@sammiesfriends.org)***  
***[www.petfinder.com/shelters/CA1571](http://www.petfinder.com/shelters/CA1571)***  
***[www.sammiesfriends.org](http://www.sammiesfriends.org)***

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## **Director for Sammie's Friends @ Nevada County Animal Shelter**

Sammie's Friends is a non-profit public corporation **whose vision is to provide a safe and caring place for neglected, abandoned and abused animals to be cared for and rehabilitated when necessary and adopted as quickly as possible into loving homes.**

### **Sammie's Friends organizational values are as follows:**

- Commitment for doing the best things for the animals
- Sound fiscal policy
- Commitment to excellence in everything we do
- Respect for all-animals, volunteers, staff and the public
- A high value placed on safety for the animals, volunteers, staff and the public
- Open and honest communication, focused on mutual problem solving and follow up
- An open collaborative management style
- Strong commitment to teamwork

The Shelter Director is responsible for the operation and organization of the Animal Shelter in a manner that furthers the vision and values of Sammie's Friends. The position is as follows:

Sammie's Friends is a non-profit corporation run on a values based culture. Every action taken, every decision made is focused on manifesting our **vision** and the answer to all concerns is found in our **values**.

Sammie's Friends has three divisions:

- 1.) The Animal Shelter operated by Sammie's Friends under contract to Nevada County
- 2.) Sammie's Friends Community Based veterinary and spay/neuter program and as well, raises funds to provide veterinary care for the Animal Shelter
- 3.) Sammie's Nifty Thrift Store which is operated to provide funds for the Animal Shelter animals

**We are currently recruiting for a Shelter Director.**

Qualities needed are:



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### **Leadership**

Ability to identify problem areas and provide creative solutions  
Strategic Ability to see the big picture and lead the organization in that strategic direction  
Initiator - Self starter  
Ability to negotiate a contract with the County that serves the animals, Sammie's Friends, the County and the Community  
Oversee fund raising for the veterinary care of the shelter animals  
Good understanding of animal health issues  
Good understanding of animal behavior  
Ability to develop (with the financial manager) a budget and work to that budget -  
Accountability for spending that matches intake of financial resources  
Ability to work collaboratively with staff, volunteers, Animal Control and County officials  
Ability to work effectively with members of the public  
Ability to make discretionary decisions on complex issues (i.e. melding together legal considerations, what's best for the animal, money and people)  
Oversee report preparation for the county and Sammie's Friends' Board  
Ability to build strong community relationships with donors, veterinarians, other rescues  
Ability to establish and maintain a strong relationship with Animal Control  
Oversee the marketing and social media activities to ensure our animals get adopted  
Ability to be interviewed by radio, TV, newspapers and other media when something interesting happens  
Strong oral and written presentation skills  
Establish a strong presence in the community  
Maintain euthanasia rate at less than 1%. Euthanasia is not an option for space

### **Qualifications:**

Bachelor's degree or equivalent  
Previous experience in an animal organization  
Previous experience in running a fairly complex organization  
Good computer skills, to include Microsoft office or equivalent, work with Pet Point (the shelter management system) and familiarity with QuickBooks

### **Activities**

Development of policies  
Preparing and managing to a budget  
Hiring and managing and developing staff, determining pay rates, writing reviews  
Overseeing all of Sammie's Friends shelter activities



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### **Working Conditions**

Working hours vary and may include weekends, holidays and evenings when necessary  
Able and willing to work with sick, injured and potentially dangerous animals  
Able to tolerate loud working conditions and odors associated with animals  
Capable of lifting 50 lbs., handling dogs weighing 60-80 pounds,  
Tolerate exposure to cleaning materials, i.e. bleach and disinfectants  
May at times be required to stand for up to four hours, climb, balance, stoop, kneel,  
crouch or crawl

**This will be the top job at the Animal Shelter and the "Buck Stops Here" position**

**Send resumes to [cheryl.wicks@sammiesfriends.org](mailto:cheryl.wicks@sammiesfriends.org)**