



Position Title: **Augusta Operations Director**

Reports To: VP of Operations

CLASS: Full-time, exempt

POSITION SUMMARY

Lead and direct operations in Augusta-Richmond County for the Humane Society of Northeast Georgia, collaborating with Augusta Animal Services to increase life saving efforts.

ESSENTIAL FUNCTIONS:

- Drive our work in Augusta-Richmond County, building a workplace culture grounded in our **CULTURE OF CARE AND COMPASSION**. Meaning:
 - We treat each other with care and compassion
 - We treat animals with care and compassion
 - We treat our community with care and compassion
- Develop and execute daily, monthly, and annual goals in alignment with organizational objectives.
- Manage Augusta staff including veterinary staff.
- Foster collaboration with Augusta Animal Services to enhance life saving initiatives.
- Oversee and manage the annual budget for the Augusta program.
- Implement a program to pull at-risk animals from Augusta Animal Services, place them in foster homes, and facilitate adoptions.
- Collaborate with the marketing and development team for effective recruitment of adopters, fosters, donors, and volunteers.
- Lead fundraising efforts in Augusta-Richmond County with support and direction from the VP of Marketing and Development.
- Host adoption events and engage with local events and businesses.
- Provide regular progress reports to senior leadership.
- Handle human resources tasks, including hiring, training, and evaluating personnel.
- Ensure accurate records for all animals in care.

Physical Requirements and Work Environment:

- Expected travel up to 20%, mainly to Gainesville HSNEGA location for meetings and training.
- Regular computer work.
- Exposure to animals/animal allergens and zoonotic diseases.
- Ability to handle a fast-paced, changing workload.
- Regular standing, walking, bending, and stooping.
- Handling of animals (dogs and cats).

Education and Experience:

- Bachelor's degree preferred.
- Minimum 3 years of program management experience.
- Animal welfare experience is highly desirable.

Knowledge, Skills, and Abilities:

- Passion for the Humane Society of Northeast Georgia's mission.
- Self-starter capable of building programs independently.
- Strong verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Exceptional organizational skills and attention to detail.
- Proficient in Google Suite or related software.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship

The Humane Society of Northeast Georgia is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position.