**JOB DESCRIPTION**

**Main Line Animal Rescue Site Director**

**Main Line Animal Rescue (MLAR)** is a leading animal welfare organization based in Chester Springs, PA. For more than a decade, MLAR has been rehabilitating animals, especially those who are victims of the cruel puppy mill practice, at its sprawling 60-acre facility in Chester County, PA ~25 miles outside of Philadelphia. Known for its a state of the art veterinary clinic, behavior programs and a devoted team of more than skilled 500 volunteers, MLAR provide compassionate extensive care to its residents in a tranquil setting.

In late 2018, MLAR became a wholly controlled Affiliate of the Pennsylvania SPCA, a non-profit animal welfare organization founded in 1867, headquartered in Philadelphia and with additional locations in Lancaster County and Montour County, PA. The PSPCA’s mission focuses on preventing cruelty and improving the health and quality of life for animals in Pennsylvania.

MLAR is looking for a new Site Director that will bring experience and leadership to a dynamic culture and drive the long-term fulfillment of its mission. We are looking for an animal welfare professional that will bring pioneering ideas to MLAR, coordinate with PSPCA leadership on strategic planning initiatives, and be responsible for managing the day-to-day operating activities of the organization.

We are looking for a candidate who is eager to be part of our life-changing mission!

**Principal Duties**

* The Site Director will direct the operational, administrative and financial activities necessary to carry out the policies and goals of MLAR.
* Evaluate and monitor all existing programs, including animal intake, adoptions and behavior for effectiveness, recommend changes, and ensure all animal care programs are administered according to organizational standards.
* Working with Pennsylvania SPCA, develop and implement strategic plans that maximize MLARs unique individual identity but are still complementary with those of the Pennsylvania SPCA.
* Research and drive groundbreaking animal welfare philosophy while staying abreast of current animal welfare issues and the needs of the community.
* Research and implement innovative adoption and pet retention procedures.
* Ensure the organization’s philosophy and mission are fully and consistently practiced.
* Support and regularly communicate with management team, employees and volunteers to review procedures, address challenges, and discuss new strategies.
* Manage MLAR’s population, lead intake procedures, coordinate with medical leadership and work with the team to address our animals’ needs and identify optimal outcomes.
* Recruit, hire, develop, evaluate, promote and retain high quality talent.
* Support annual and long-term development plans in cooperation with the Board of Directors and the Executive Director of Philanthropy.
* Prepare an annual budget in conjunction with the Finance Committee and Executive Management at the Pennsylvania SPCA; operates MLAR within the limits of the total approved budget.
* Represent MLAR as its chief spokesperson and has a strong community presence.
* Provide drive and dedication to serving the cause and community while growing all aspects of operation.

**EDUCATIONAL REQUIREMENTS**

* Bachelor’s degree preferred.
* 6- 8 years executive management in animal welfare

**EXPERIENCE, ABILITIES AND QUALITIES REQUIRED**

* Strong interpersonal skills. The ideal person for this job would be personable, outgoing, patient, professional, and able to get along well with a variety of people.
* Strong written and verbal skills, including the ability to communicate skillfully and effectively with a culturally diverse staff, volunteers and community in a professional, respectful, and tactful manner.
* Strong problem solving, organization, and computer skills.
* Able to remain pleasant and calm even in stressful situations.
* Flexibility and the ability to manage multiple tasks.
* Knowledge of animal behavior
* Knowledge of common veterinary medical conditions (or a willingness to rapidly gain this knowledge.)
* Ability to lift and move objects and animals weighing up to 50 pounds for short distances and to humanely restrain an animal when necessary.

**IMMEDIATE SUPERVISOR: Regional Director of Operations.**

**HOURS** FLSA STATUS: EXEMPT POSITION

Minimum of 8 hours per day, 40 hours per week. Daily hours and days of the week may vary according to the needs of the department schedule. Includes weekends, night, holiday and on-call work.

**INTRODUCTORY ASSESSMENT PERIOD:**

The introductory assessment period runs from the date of hire for sixty days thereafter. For employment in any position with the Pennsylvania SPCA, this introductory assessment period is the period during which the specifics of the job are learned.

**EMPLOYMENT:**

There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of Pennsylvania SPCA that even exempt positions are governed by the needs of the agency, which means that employment is for no specified term and either the Pennsylvania SPCA or the employee, may terminate that employment at any time. The Chief Executive Officer has final authority over these decisions and determinations.