

Position: Ella's Cathouse & Adoption Center Manger
Job Type: Full-time, Exempt
Reports to: Executive Director
Annual Salary: DOE
Benefits: Medical, Paid Holidays, Vacation and Sick Leave

Location: Onsite at Jameson Humane's headquarters/ Ella's Cathouse & Adoption Center, 1855 Old Sonoma Road, Napa. Some travel to appointments in the community and surrounding area will be required.

About Jameson Humane:

Founded in 2014, Jameson Humane is a nonprofit animal welfare organization that contributes to the welfare of animals through several programs designed to support companion animals and their caregivers in both local and national communities. One of these programs, Ella's Cathouse & Adoption Center (ECAC), is the residence of both adoptable and sanctuary cats in the care of Jameson Humane, living in free-roaming community rooms.

Job Overview: The primary responsibility of the Ella's Cathouse & Adoption Center Manager is the overseeing the welfare, care of, and adoption and foster opportunities for the cats in the Jameson Humane/ ECAC program.

Day-to-day activities consist of working in tandem with other staff members and volunteers to ensure the cats' well-being; training Volunteers for their roles with cat-specific tasks; working with visitors to Ella's, and managing the adoption and foster applications and approval. This includes but is not limited to responding efficiently to any health concerns that may arise, including emergency situations; ensuring all tasks pertaining to cat care covered by appropriate personnel; strictly adhering to cat care SOPs; accurately maintaining a cat care database; ensuring all inventory such as food and supplies are adequately stocked at all times; responding appropriately to any foster or adoption inquiries that may arise; and public outreach of surrenders or taking in animals from the community. The ECAC Manager leads the adoption programs to find each cat their forever and adoptive or sanctuary home. The ECAC Manager also oversees feral/ community cat colonies Jameson Humane maintains in Napa.

Key Responsibilities (including but not limited to):

- Oversee and manage the cats both at Ella's Cathouse & Adoption Center and in foster, which can vary in number, and ensure their needs are met in alignment with the Capacity for Care (C4C) protocol which states that all animals should have their minimum needs met as follows: freedom from hunger and thirst, freedom from discomfort, freedom from pain, injury, or disease, freedom from fear and distress, and freedom to express normal behavior.
- Ensure adoption and foster inquiries are responded to in a timely manner, schedule meet-and-greet opportunities, and conduct home visits for applicants.

- Respond to inquiries from the community on accepting the surrender of an animal, or intaking additional animals, in a compassionate, knowledgeable manner. Intake of additional animals is determined on the individual animal and limitations such as resources, future costs associated, and space available.
- Serve as the main contact and support for foster guardians in the program, often being available at reasonable after hours, as needed. Additional duties include supplying foster guardians and their animals with necessary food and supplies in a timely manner, as well as coordinating applicable vet visits, yearly vaccines, and blood work. Coordinating spay and neuters of foster animals when applicable, in conjunction with medical personnel.
- Work in harmony with other team members, staff and volunteers to achieve the mission and objectives. Learn to empower volunteers and delegate tasks when applicable to other staff and/or volunteers.
- Work in tandem with Volunteer Manager to identify volunteer needs, embrace current volunteers and ensure they feel supported.

Responsibilities and Duties:

Overall Care

- Maintaining the health, welfare and advocacy of the cats through ensuring that cats are well-fed, healthy, and have proper care throughout their stay at Ella's
- Work closely with staff and volunteers to ensure care SOPS and data management are strictly observed at all times.
- Managing the housekeeping team to maintain health and cleanliness standards of the facility, including cat rooms, common areas, and adoption spaces
- Manage all aspects of daily care and feeding at offsite feral colonies

Inventory and stocking

- Maintaining an accurate inventory of supply needs
- Ordering supplies for local pickup or delivery
- Picking up supplies when necessary

Medications/Vet care

- Ensure cat medications are stocked and logs are up to date.
- Communicate with staff and volunteers about medication changes and, when necessary, direct staff/volunteers how medication is administered.
- Act as liaison between staff/volunteers about cats health concerns and vet care.

Cat Intake and Placement

- Manage and follow all protocols for new or retuning cat intake.
- Organize placement among cat rooms.
- Lead and/or assist with meet and greets at ECAC.
- Assess cats for potential intake to ECAC.

New cat volunteers

Work with the Jameson Humane Volunteer manager for orientation and training of new cat volunteers

Required Skills and Qualifications:

- Total commitment to the welfare of all animals and the communities we serve
- Strong experience working with, handling, socializing, and feeding cats
- Constant adherence to maintaining accurate, up-to-date databases and other information management systems
- Willingness to work weekend/holidays/varying shift times as needed
- Experience working in a fast-paced, critical-needs, multi-tasking environment
- Able to maintain a calm and professional presence when interacting with the public
- Good communication and writing skills
- Team player and self-motivator
- Reliable and dependable
- Dedicated to the mission of Jameson Humane

Preferred:

- Previous knowledge of and experience in animal rescue work
- Experience administering medications to cats