Shelter Clinic Project Manager

The Shelter Clinic Project Manager will play the leading role in helping to bring a long-dreamed-of project and program to Black Dog Animal Rescue (BDAR). The Shelter Clinic Project Manager is responsible for developing and implementing a plan to provide in-house veterinary services to animals in the care of BDAR and to community members desiring access to high-quality, low-cost essential veterinary services. The ideal candidate will possess a wide-range of skills and the desire and ability to acquire more. This position will demand an entrepreneurial spirit, someone committed to helping solve a problem and making our community a better place, but who is also aware that the path to success is undefined. We’re looking for an ambitious self-starter who enjoys working with others, feels a deep connection to our mission and vision, and who values determination and identifies as a problem-solver.

Position Summary:

- Research construction and operation of nonprofit veterinary clinics and develop a business plan, facilities plan, budget forecast, staffing model, and timeline for implementation.

- Engage various stakeholder groups including donors, volunteers, and other community partners in the development of the plan so as to create momentum and buy-in, and to reinforce, renew, and develop relationships.

- Work with BDAR’s Board of Directors and staff to identify fundraising needs for the project, craft a fundraising campaign, create compelling messages and use storytelling to highlight the need and solution, and meet fundraising goals.

- Provide leadership in identifying contractors, requesting bids, and planning the layout, design, and construction of the clinic facilities.

Knowledge Skills, and Abilities: This position will require a wide range of skills. Candidates need not possess all of them in order to qualify; however, and a desire to identify and correct skills deficits along the way will be helpful.

- Business Planning, Budgeting, Fundraising, Community Development, Communications, Team-Building, Strategic Planning
- Google Suite, Videoconferencing, Volunteer Management, Donor relationships
- Basic accounting, messaging, research and observation, grant writing
- Transform ideas into plans and execute on those plans, lead a team, learn new skills, adapt to a changing environment, work independently, define benchmarks and goals, convey the organization’s mission, vision, and values, build relationships, get stuff done!

Education and Experience:
All relevant experience will be considered. Prior experience in the nonprofit sector, demonstrated leadership, and fundraising experience preferred.

**Working Conditions and Travel:**

This position is eligible for remote work, provided the incumbent is able to travel to BDAR’s headquarters in Cheyenne as needed in their own vehicle. This includes, at a minimum, once per week meetings with staff leadership. Office conditions may include exposure to animals, animal-related noise and smells, construction, and interactions with various stakeholder groups including volunteers and the public. If preferred, an onsite workspace can be provided, including a desktop computer.

Anticipate some travel, especially early-on in the research and planning phases. A travel stipend will be included. The position will require the incumbent to visit other animal shelters and clinics in the region.

**Compensation and Benefits**

- This is a full-time, exempt, salaried position starting at $40K/yr.
- BDAR does not offer medical benefits
- Unlimited PTO
- Flexible scheduling
- Remote work
- Ability to bring pets to work
- SIMPLE IRA with 3% match

To apply, please send a resume and cover letter to britney.wallesch@bdar.org. Vacancy closes April 1st.