

St. Francis Animal Shelter is a small, no-kill, non-profit shelter (501 3c) established over 20 years ago in Buffalo, Wyo. The facility houses dogs and cats and has agreements with the City of Buffalo and Johnson County.

The Shelter Operations Manager is responsible for the supervision and oversight of the shelter. The Manager answers to the Board of Directors and serves as the day-to-day leader and chief spokesperson for the shelter.

The Manager works closely with the board to implement initiatives, determine and enforce policies and plan for the future of the shelter.

This includes, but is not limited to the following:

- Oversees the daily operations of the shelter. This person must have strong leadership skills and be able to manage a small staff, volunteers, as well as ensure the cleanliness & safety of the facility and equipment.
- Must have adequate background in the care of dogs and cats and must work in coordination with our veterinarian to ensure the health and safety of all animals and their proper care.
- Must have strong customer service skills, as interaction with the public, whether in person, by phone, or email is crucial to the success of the shelter in our small community. The Manager regularly handles the front desk duties and is the first point of contact with the public.
- Must have adequate computer knowledge to keep animal software & records updated and must perform administrative front desk duties, including updating our website and other online platforms, as well as necessary paper files.
- Must be well versed in social media platforms and understand the role of social media in fundraising, adoptions, fostering and the general promotion of the shelter through photos and commentary.

The ideal candidate is a passionate advocate for dogs and cats, a critical thinker, and can manage people and animals in a motivational and thoughtful manner; has 2+ years experience working in animal welfare/animal sheltering; embraces the no-kill philosophy, and has general office experience.

Love of animals and reliability required!!

Compensation negotiable, doe (depends on experience).

Please email cover letter and resume to:  
[sfasfundraiser@gmail.com](mailto:sfasfundraiser@gmail.com)

Or mail to:  
St Francis Animal Shelter  
Attn: Manager Selection Committee  
109 Flatiron Drive  
Buffalo, WY 82834