

## Director of Programs (Cats) - MEOW Foundation

AccessHR is pleased to partner with MEOW Foundation in the recruitment of a Director of Programs (Cats).

### About MEOW Foundation

Founded in 2000, MEOW Foundation is a specialized cat-focused registered charity and humane society with a no-kill mandate. We rescue and facilitate the adoption of stray and abandoned cats into new, loving permanent homes. We work hard to ensure that each MEOW cat is matched with the best possible home, based on his or her personality, history, habits and individual needs.

MEOW is the only organization in Calgary that offers three foundational programs:

- 1) Our Rescue and Adoption Program provides food, shelter and medical care to stray and abandoned cats in Calgary and facilitates their adoption into new, loving permanent homes.
- 2) The subsidized Spay Neuter Assistance Program (SNAP) for Calgarian's in-need, assists with the cost of spay and neuter, and a
- 3) Trap Neuter Return (TNR) Program for feral cats

Through our programs, we advocate for responsible, compassionate animal care and assist over 2500 cats each year.

MEOW is a well-respected member of the animal rescue and services community in Calgary and works closely with other local and Alberta based groups to change the lives and provide a future for abandoned and mistreated companion animals.

MEOW = Make Each One Wanted

[www.meowfoundation.com](http://www.meowfoundation.com)

The MEOW Foundation is progressing an exciting and significant strategic growth plan as a result of 20+ years of successes, and immediate/future needs in the Calgary and surrounding areas.

### Highlights of Current Operations

- 16 (f/t and p/t staff)
  - Adoption Center (8)
  - Thrift Shop (5)
  - Accounting/Finance (3)
  - Marketing & Communications (1)
- 350+ volunteers
- \$1.4 total net revenue (2021)
- 8-member Board of Directors

## **Opportunity Highlights**

To help accomplish our ambitions, we seek two Directors to share the leadership of the Foundation:

- Director of Programs (Cats)
- Director of Corporate Services

In addition to a high level of competence in the technical skills described for each Director, five leadership and relationship management traits are paramount for both roles:

1. Humble and high intellectual curiosity
  - Display a Servant Leadership style - with a focus on mentoring, coaching, motivating and encouraging staff and volunteers to shape the success of the Foundation
2. Collaborative relationship-building skills
  - Lead from a place of inquiry through the use of questions, 'what-if' scenarios, and storytelling
3. Interpersonal, communication, and advisory skills
  - Our leadership team members are patient yet focused, and display strong emotional intelligence
4. Compassionate with thoughtful judgement and behavior
  - Our work can be emotional – both in caring for cats and their humans
5. Apply a consistent and fair approach with staff and volunteers, and clearly incorporate a continuous improvement management style on a day-to-day basis

### **Both roles also require:**

- Hands-on, active members accountable for deliverables in cooperation with staff and volunteers
- 'Working' Directors; further new hires are limited and will be considered after a sustained increase in revenues is achieved
- Flexible hours including some evenings, weekends and on-call

### **Director of Programs (Cats)**

1. Accountable for the success of all Cat Programs based at the Adoption Centre.

- **People**

- Direct Leadership
  1. Intake Manager
  2. Volunteer Coordinator
  3. Volunteer Supervisor
  4. Adoption Specialists

## 5. SNAP Administrator

- Indirect Leadership
  - Intake Specialists (report to Intake Manager)
  - Volunteers (report to Volunteer Coordinator)
- Facilitate a high level of engagement through effective communications, regular coaching and mentorship for an educated, professional, high-performing team
- Support the Intake Manager and Volunteer Supervisor with the mentoring, coaching, direct supervision, and development, of the intake specialists, adoption specialists, and volunteers
- In coordination with the Director of Corporate Services:
  - Implement all People practices and programs
  - Continuously improve People practices in response to the maturation and growth of the Foundation (aligned with the vision, mission, values and goals)
- Foster a team environment
  - Support all team members to perform at their best
  - Remove barriers and roadblocks
  - Respond to urgent, challenging, and unexpected circumstances successfully
- **Regulatory / Governance / Standards**
  - Lead MEOW Foundation in the compliance with standards and processes outlined by the guiding principles and doctrines in *Guidelines for Standards of Care in Animals*
- **Financial**
  - In coordination with the Intake Manager:
    - Monitor and track budgets, and ensure all spend is within approved allocations while taking into account changing market conditions
    - Minimize overhead spend without compromising quality of care
- **Operations**
  - Provide a comfortable, welcoming and cheerful environment for staff, volunteers, animals, customers and guests
  - Resolve issues and concerns escalated by direct reports, and/or from indirect reports and volunteers
  - Cover team member duties during absences/vacation, and participate in the on-call emergency telephone roster
  - Align with the Director of Corporate Services:
    - Support the delivery of philanthropy, fund development, community, marketing and communications initiatives and programs
    - Collaborate and strategize to help write content for grant proposals and other funding initiatives
    - Ensure the information technology and business requirements are in-place and executed

2. Ensure the day-to-day maintenance and health and safety at the Adoption Center, including:
  - Health / safety (including OHS) / hygiene / sanitation / ergonomics
  - Repairs / upgrades
  - Space planning / storage
  - Travel and transport between locations / vehicles
  - Relationships with landlords, management companies, trades, and 3<sup>rd</sup> party stakeholders
3. In coordination with the Board of Directors, support the development and future operations of the MEOW Veterinary Clinic

### **Education and Other Requirements**

- 3+ years of leadership experience; strong belief in Servant Leadership style
- Strong preference for previous work or volunteer experience in animal care and/or welfare (similar will be considered)
- Post-secondary education (degree, diploma or equivalent)

Interested candidates are invited to apply with a cover letter and resume by email to [recruiting@accesshrinc.com](mailto:recruiting@accesshrinc.com). Only candidates who are being considered for the role will be contacted.

We encourage applicants from diverse backgrounds to apply as MEOW Foundation is committed to offering a diverse and safe workspace free from discrimination. All applicants are considered regardless of age, gender, race, disability, sexual orientation, gender identity or expression, or religion.

MEOW Foundation values diversity and welcomes applications from First Nation, Inuit and Metis, New Canadian, racialized, differently abled and LGBTTQIA+ communities.