**DIRECTOR OF BEHAVIOR & ADOPTIONS – Animal Welfare League of Arlington in Arlington, VA**

**Director of Behavior & Adoptions**

The Director of Behavior & Adoptions is a part of the Behavior & Adoptions Team and shelter operations of the Animal Welfare League of Arlington and oversees all aspects of the adoption and behavior program for the League. This position is based in Arlington, Virginia.

**About the Animal Welfare League of Arlington**

Since 1944, the Animal Welfare League of Arlington has been committed to improving the lives of animals. The League provides temporary care and refuge for homeless and suffering animals; places animals in loving responsible homes, provides animal control services to Arlington County, and subsidizes county funds to provide a wealth of animal welfare and community services. The Animal Welfare League of Arlington is a nonprofit 501(c)(3) organization.

The Animal Welfare league of Arlington is dedicated to creating a world where all companion animals find compassionate and permanent homes. For more information, please visit [www.awla.org](http://www.awla.org)

**Reporting Relationships**

This position reports to the Chief Operating Officer and oversees a team of four to five staff members. The Director of Behavior & Adoptions will also work closely with League staff, volunteers, and the public.

**RESPONSIBILITIES**

* Supervise all adoption staff as well as related volunteers
* Responsible for adoptions of shelter animals including dogs, cats, birds, and small companion animals.
* Manage all aspects of adoption program including dog behavior evaluations, reviewing and qualifying applicants to adopt, and conducting pre-adoption consultations advising adopters on behavior and training. Work with animals that may need additional assessment and/or behavior modification. Resolve issues concerning adoptions either pre or post adoption.
* Develop new programs to enrich shelter animals as well as to promote adoption.
* Manage and develop the League’s partnership program with local rescues. Work with rescues to coordinate transfer of animals to/from the League.
* Oversee coordination of behavior seminars that may be offered at the League.
* Manage the response to behavior helpline emails and calls from the public addressing questions on animal behavior.
* Responsible for developing and implementing training programs for volunteers and staff on subjects such as safe animal handling, training, and behavior
* Identify appropriate training opportunities for staff
* Work assigned hours at the front desk interacting with the public on a variety of issues.
* Oversee Baby Ready Pets Class offered bi-monthly teaching expecting parents to introduce their pet to their new baby successfully and safely.
* Act as manager on call on a rotating schedule responding to shelter emergencies.
* Oversee managed intakes (dogs, cats, SCAs) outside of Arlington County
* Oversee coordination and success of animal transfer and rescue group program
* Develop and implement enrichment ideas for shelter animals
* Participate in euthanasia decisions for animals with severe behavior and/or health problems

**External Relations**

* This position is required to interact directly with the public working at the front desk in customer service and adoptions, as well as dispatch animal control calls on a rotating basis with other staff members

**Required Qualifications**

* 5+ years of professional and managerial work experience in an animal shelter or in an animal care environment
* Knowledge of animal care and behavior
* Prior skills in handling and assessing animal behavior
* Excellent customer service and counseling skills
* Strong interpersonal skills and demonstrated ability to write clearly and persuasively
* Demonstrated ability to engage, inspire and instruct people
* Flexible schedule with the ability to work evenings and weekends
* Bachelor’s degree (BS or BA) or 10+ years of equivalent experience
* Computer literacy
* Current certification with the Certification Council of Professional Dog Trainers (CCPDT) or equivalent experience

**Desired Qualifications (helpful but not required)**

* Experience with “hands on” nonprofits
* Experience working with animal databases such as PetPoint

**Personal Characteristics**

* Passion for the mission of Animal Welfare League of Arlington
* Ability to think creatively to develop and implement programs to promote and facilitate adoptions
* Energetic, hard-working, and a collaborative team player
* Highly organized, and detail-oriented self-starter
* Positive, enthusiastic, professional image in representing AWLA, both internally and externally
* Ability to maintain composure and cope effectively with high stress situations
* Discretion with confidential information

**Travel Requirements**

This position may require occasional travel in order to attend meetings and other community events

**Typical Physical & Mental Demands**

Requires prolonged sitting or standing with some bending, stooping and stretching, eye-hand coordination and manual dexterity sufficient to operate a keyboard, telephone, photocopier, calculator and other office equipment. May be required to lift items and animals and be physically active. Requires normal range of hearing and eyesight to communicate with shelter animals, the public, volunteers, and staff. Also requires flexibility to readily adapt to a fast paced changing environment**.**

Must be comfortable handling dogs, cats, and small companion animals.

**Compensation**

This is a full time, exempt position with full medical benefits and vacation/sick time including 7% 403(b) match after two (2) years of full time employment. Salary range is within the Society of Animal Welfare Administrators (SAWA) median range.

**To Apply**

Please submit the following application materials to Claudia West at [jobs@awla.org](mailto:jobs@awla.org) with **Director of Behavior & Adoptions** in the subject line:

* A cover letter describing your interest in the position and relevant experience/qualifications
* Resume
* You must include your salary requirements

*Animal Welfare League of Arlington is an Equal Opportunity Employer, with a commitment to diversity in the workplace.*

*Applications will be considered on a rolling basis. Position will remain posted until filled. No phone inquiries, please.*