

**Charleston Animal Society (CAS)**

**JOB DESCRIPTION**

<u>Dept./Division:</u>	Animal Services
<u>Title:</u>	Emergency Preparedness and Response Manager
<u>Supervisor/Title:</u>	VP of Operations and Strategy
<u>Direct Reports:</u>	N/A
<u>Working Relationships:</u>	All levels of management and staff, volunteers, general public, donors, business partners, media outlets, officers, committees, Board of Directors, and others as appropriate.
<u>Compensation:</u>	Exempt; Full-time, commensurate with experience and qualifications.
<u>Job Summary:</u>	Reporting to the Vice President of Operations and Strategy, this position is responsible for the design, development, implementation, management, and deployment of all disaster response and strategies throughout the state and the region. This position works very closely with Charleston Animal Society’s operations staff, trained volunteers, grant makers, emergency management agencies and other shelters and rescues nationally. The ideal candidate is a person of integrity, loyalty, and a capacity for hard work, perseverance, and resiliency.
<u>Key Responsibilities:</u>	<ol style="list-style-type: none"> <li>1. Adhere to the highest ethical standards and provision of animal care in a safe, competent, professional and humane manner at all times.</li> <li>2. Working in conjunction with the VP and Operations Divisions, this position manages the deployment of staff and trained volunteers on local, regional and national disaster and large scale animal cruelty operations.</li> <li>3. Identifies, trains and deploys Charleston Animal Society staff and volunteers to assist in local, state, and national large scale cruelty and disaster operations.</li> <li>4. Conducts pre-deployment meetings to brief staff/volunteers on case and travel arrangements, their responsibilities when deployed, proper conduct and behavior when representing CAS.</li> <li>5. Provides ongoing contact and support as the point person for deployed staff/volunteers.</li> <li>6. Conducts post-deployment debrief to evaluate staff/volunteer deployment experience, their desire to deploy again and ways to improve the deployment program.</li> <li>7. Collects and compiles time sheets, invoices, and receipts to apply for salary and expense reimbursement for staff deployments.</li> <li>8. Works with national animal welfare groups as well as local and state emergency management agencies to provide secure transfer, protection, foster, rehabilitation and adoption of animals rescued from disasters and seized in large scale cruelty investigations.</li> <li>9. Create and organize state team(s), in coordination with Charleston Animal Society’s state-wide project staff, capable of responding to their communities and other communities.</li> <li>10. Using No Kill South Carolina (NKSC) project as a resource, help shelters across the state and the southeast understand their capacity for care pre-disaster, during-disaster, and post-disaster to allow for more efficient and effective response and evacuations of shelter animals.</li> <li>11. Help state wide coalition shelters develop evacuation plans for shelter animals, including shelter plans to help streamline the process of inter-agency transports.</li> <li>12. Must be capable to drive transport trailers as well a variety of other vehicles and train staff and volunteers to safely operate the equipment and vehicles.</li> <li>13. Organize transports of animals striving to the ASV Guidelines and AAWA Companion Animal Transport Best Practices (both staging and driving/riding if needed) and potentially be available for field rescues.</li> <li>14. Using Charleston Animal Society efforts as an example, consult and advise local emergency management in developing an animal response team, increasing government’s capacity to respond to animals in disaster situations.</li> <li>15. Partner with and advise local governments to formulate disaster plans that include animals (or household pets) with the costal evacuation plans.</li> <li>16. Perform all other duties as required.</li> </ol>
<u>Qualifications:</u>	<ul style="list-style-type: none"> <li>• Bachelor’s degree preferred. College course work combined with related experience may be substituted for a degree.</li> <li>• 5+ years of proven and successful project management, strategic/tactical planning experience; disaster management (preferred).</li> </ul>

- Experience in Emergency Animal Sheltering is a plus.
- Experience driving large transport trucks and trailers a plus.
- Experience maintaining, and operating large vehicles (CDL and Non-CDL) a plus.
- Experience in coalition building or working with bringing together diverse groups working towards a unified cause.
- Pursue training opportunities for self and staff to enhance local and national capacity for emergency response.
- Knowledge of local, state and federal laws and regulations, which relate to the welfare of animals.
- Demonstrated ability to work effectively with community groups and law enforcement.
- Ability to represent CAS to a wide and varied audience.
- Ability to work with shifting priorities and in an organization, which is highly visible in the community.
- Knowledge of issues, concerns and challenges facing animal welfare organizations.
- Demonstrated personal credibility and ability to lead others with honesty and integrity.
- Sense of humor and ability to put issues in perspective.
- Willing to obtain credentialing: Training and Certification in Disaster Preparedness and Response including basic Incident Command System, National Incident Management, First Aid, Animal Handling and Rescue, Emergency Animal Sheltering.
- Experience in nonprofit organizations a plus.
- Must possess exemplary influencing skills.
- Must be able to recruit and train a dedicated group of volunteers qualified and motivated to deploy and evacuate shelter animals and assist with response and recovery efforts.
- Excellent judgment and strong decision-making abilities.
- Cooperative and collaborated skillset necessary for interacting with broad range of contacts, including grant makers, shelters and rescues across the nation, government agencies and emergency management agencies.
- Excellent written and verbal communication skills with an enthusiastic commitment to working in a high functioning team.
- An ability to clearly articulate Charleston Animal Society's mission, the work it does and the unique opportunities Charleston Animal Society presents for our partners.
- High degree of personal organization and self-management.
- Must be willing to take calculated risks and have the courage to speak and act on convictions.
- Demonstrated ability to work independently and contribute to a team environment.
- Ability to manage complex and highly confidential information with utmost discretion.
- Excellent social and interpersonal skills, able to operate with diplomacy, tact and empathy.
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- A strategic thinker with a strong work ethic and excellent attention to detail and accuracy.
- Ability to take initiative and work well in a deadline-oriented environment with persistence and follow-through to project completion.
- Able to multi-task and anticipate project needs, discern work priorities and meet deadlines.
- Ability to make spur-of-the-moment decisions based on organizational needs and unexpected changes, interruptions, or other urgent matters.
- Flexibility to work outside normal working hours including evenings and weekends, as well as potential overnight stays.
- An understanding that disasters and cruelty cases are not scheduled and may require significant hours of work well beyond a typical work day.
- Excellent project management and communication skills.
- Strong attention to detail, and ability to multitask.
- Willingness to continue education/training in emerging areas.
- Knowledge of advanced MS office applications, including Word, Excel, PowerPoint.
- Bi-lingual in written and oral Spanish a plus.

Additional Information

- Valid driver's license required and must have excellent driving record.
- Travel throughout Charleston County, the State and Nation.

	<ul style="list-style-type: none"> <li>• Pre-Employment Drug Test and Background Check required.</li> <li>• Physical requirements include, but are not limited to, walking, standing and moving of equipment and animals (ability to lift 50 pounds).</li> </ul>
<u>Schedule:</u>	Primary schedule may include weekdays and/or weekends, including evenings, as appropriate.
<u>Working Area:</u>	Charleston Animal Society and venues for meetings throughout Charleston County and beyond.

Job Description Approved by:

Position Authorized by:

Employee Review & Acceptance:

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Date: \_\_\_\_\_

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