

Are you a cat lover who enjoys cat people as much as cats? Do you love seeing abandoned cats and kittens go home with their forever families?

Happy Cats Haven is a small shelter with big impact. We focus on feline-friendly care, with an emphasis on fear free handling and the specific needs of cats. We are a dynamic team of passionate staff and volunteers who want to make life better for the cats in our care and the people in our community.

Position summary

We are seeking an outgoing and passionate Adoptions Manager to lead our adoptions team. This is a fast-paced position in charge of the most visible aspect of our rescue: adoptions! It matches love and care of felines with an equal interest in our human visitors to ensure that each adoption gives an abandoned cat their forever family.

Job duties

- Maintain & evaluate adoption applications & inquiries from online and phone sources
- Complete timely adoptions with in-depth counseling and knowledge of cats in care, plus maintains their digital records
- Train and supervise volunteer Adoption Counselors
- Market cats with website & online directories, display bios and timely social media updates
- Responsible for supervising and completing regular follow-ups
- Liaison with local cat cafe partner for placements and adoptions
- Organize and supervise volunteers for occasional off-site Adoption Fairs
- Perform 2 evenings of bedchecks weekly
- Maintain all necessary adoption supplies
- Other duties as assigned

Qualifications

- Passion for feline welfare and a commitment to the mission of Happy Cats Haven
- Strong interpersonal skills and ability to connect with a wide variety of people
- Strong administrative and organizational experience
- Prior shelter or feline welfare experience strongly preferred
- Proficiency with office equipment, computer applications, databases, CRMs, and LANs
- Strong written and verbal communication skills
- Excellent task and time management skills
- Experience supervising staff and/or volunteers with a collaborative, positive approach
- Skilled in cat handling and basic animal care procedures is desirable

Benefits & work environment:

- Half time up to 20 hours per week
- Supportive and passionate team culture
- Opportunity to make a direct impact in the lives of cats and the community

- Unlimited purrs and headbonks!

To Apply

Please submit your **resume** and a **cover letter** describing your relevant experience and passion for animal welfare to office@happycatshaven.org.

Join our team and help us make a difference—one feline at a time!