

**Job Posting: Paws4ever****Title:** Legacy Care Manager (PT)**Purpose**

Paws4ever, an animal welfare nonprofit in Mebane, North Carolina, seeks an organized and conscientious professional to lead, promote and grow our Legacy Care program. In our beautifully appointed Legacy Care Residence, we provide quality, loving care for pets when their owner is no longer able. We also offer boarding services in this comfortable home as space allows.

The Manager is responsible for all aspects of the Legacy Care program including, promotion of the program through personal meetings with potential members, presentations to applicable professionals and written promotions via social media, news releases, printed materials and website; supervision of the Legacy Care Residence Caretaker; assessment of pets during enrollment and admission; stewardship of and communication with members; the promotions of and adoption process for program pets; oversight of boarding program; and development and management of program budget alongside Executive Director.

**Qualifications & Requirements**

The ideal candidate will have strong organizational and leadership skills, be attentive to details and have the ability to prioritize and meet multiple deadlines and projects while planning strategically for future efforts. Exceptional writing, oral communication and interpersonal skills are essential, as is a passion for and understanding of the Paws4ever mission to create and grow lifetime relationships between pets and people through adoption, training, education and care. Experience with fundraising and communications is a plus. Candidate must have a strong command of MS Office Suite. A four-year degree is required along with a minimum of 1 to 2 years fundraising or program management experience. Candidate must also have experience working with a diverse array of canine and feline breeds and sizes. The Legacy Care Manager is expected to work approximately 10-15 hours per week. The Legacy Care Manager reports to the Executive Director, with additional accountability to the Board of Directors. The salary range for this position is \$12-15/hour, paid bi-weekly.

**To Apply**

To apply, submit resume and cover letter to [jobs@paws4ever.org](mailto:jobs@paws4ever.org) and specify "Legacy Care Manager" in the subject line. Application deadline: April 3, 2017 at 5pm.

**About Paws4ever and Legacy Care**

Paws4ever is a nonprofit organization dedicated to creating and growing lifetime relationships between pets and people through adoption, training, education & care. Located in Mebane, North Carolina, Paws4ever has three primary programs: animal rescue and adoption, dog training and legacy care. A caretaker lives full-time in our Legacy Care Residence, which is situated on 50 beautiful acres. Legacy Care offers boarding as well as long-term care for program pets when their people are no longer able to provide care. Pets enjoy a cozy home environment with quality care, affection, mental stimulation and physical exercise. Our property boasts wooded nature trails, fenced off-leash play areas and an outdoor cat enclosure. Learn more about Paws4ever and Legacy Care at [PAWS4EVER.ORG](http://PAWS4EVER.ORG).