



Chain of Communication from Board to Staff

In general, the Executive Director should be a board member's first point-of-contact when there is a need to communicate with a staff member. However, board members who are more involved on the operations-side of the organization or have specific program-related needs can reach out directly to staff members. Please follow the guidelines below to determine who to contact from the Paws4ever staff with questions or concerns.

***With the exception of the foster text line, communication with staff should be done via work phone number or email. If a staff member has given you permission to text them on their personal phone regarding work matters, please refrain from doing this outside of 9AM 5PM. The Executive Director can be contacted via phone or text at any time.**

- **Questions/concerns related to adoption or Adoption Center**
 - Adoption Center Manager- Sara Shellman
sara@paws4ever.org, 919-241-8438 Ext. 115
- **Current foster questions/concerns:**
 - Use foster text line that is shared during foster training (includes Adoption Center Manager and Animal Care Supervisor)
- **Questions/concerns about dog training or dog park**
 - Dog Training Program Coordinator- Heather Daniel
train@paws4ever.org, 919-241-8438 Ext. 105
- **Questions/concerns about volunteers/volunteering**
 - Volunteer Manager- Sarah Ellen Kelly
volunteer@paws4ever.org, 919-241-8438 Ext. 105
- **Questions/concerns about donations or fundraising**
 - Development Manager- Savanna LaPrad
support@paws4ever.org, 919-241-8438 Ext. 104
- **Questions/concerns about public communications/marketing**
 - Communications Manager- Jasmine Wilson
communications@paws4ever.org, 919-241-8438 Ext. 109

- **Questions/concerns about resale store:**
 - Resale Store Manager- Terri Shue
store@paws4ever.org, 919-241-8438 Ext. 107 (only available by phone from Thursday-Saturday 10AM-6PM)

- **All other questions/concerns, including those related to Paws4ever staff, facilities, other programs or escalation from other staff communications**
 - Executive Director- Whitney Zoghby
whitney@paws4ever.org, 919-241-8438 Ext. 101
703-568-9519 (Whitney's cell)