DEVELOPMENT MANAGER

The Development Manager is vital to positioning SPCA Monterey County in the forefront of a diverse audience of donors and donor prospects through direct mail and digital communications. She develops and manages the annual direct mail and online giving programs and is accountable for meeting revenue goals as determined on an annual basis. Develop, create, and deploy multi-channel campaigns, which includes but not limited to: quarterly print newsletter; monthly direct mail print/online campaigns; monthly giving program, and year end giving campaign (including Giving Tuesday). This position requires the ability to photograph animals and people, as well as research, write and develop content that is meaningful and compelling to our donors and share in print and/or online. Write emotionally driven stories of animals who have been rescued, abused, abandoned, or adopted and share the mission and work of SPCA Monterey County with our donors. This position is responsible for finding and creating content by collaborating with SPCA departments and sharing with donors via a robust direct mail program and regular emails with the goal of securing financial support, retaining donors, and stewarding relationships. Oversee annual Bow Wow & Meow Donor Appreciation Breakfast in conjunction with the Vice President, Development, and Community Outreach team. Research grant opportunities, write and submit grant proposals and report as required by Foundations. Supervise Events Manager and Development Assistant. Have a solid Development or Marketing work history with strong computer skills, with advanced level experience working with Raisers Edge, RE NXT, and Luminate Online (or other comparable software). Significant experience working with graphic design software, Microsoft Word, Excel, Google Docs. Starting rate for this position is $73,000 - $85,000/yr DOE.

BEHAVIOR & TRAINING MANAGER

As the SPCA’s Behavior and Training Manager you will oversee the Behavior department. The department handles the SPCA Treatment Learning Compassion (TLC) Behavior program, Ruff Start and offers dog training to the public. As the manager you will oversee the improvement of quality of life while the animals are in our care and to help animals stay in the home through public and private training classes. Ideal candidate will be dependable self-starter, with prior Management experience and Certification from reputable dog behavior professional program (i.e. CCPDT, IAABC, KPA). Must have current California Driver’s License. Starting rate for this position is $55,000 - $61,000/yr DOE.

CUSTOMER CARE SPECIALIST

We are looking for an outgoing and welcoming Customer Care Specialist, who will be participating in the adoptions and surrenders of hundreds of homeless animals a year in our Pet Adoption and Intake Center. Experience in customer service/hospitality field is required. Ideal candidate will be dependable self-starter, with the ability to learn new duties. Solid work history and ability to work a flexible schedule, including weekends and holidays, required. Must have current California Driver’s License. Starting rate for this unique position is $16.60/hour.

VETERINARY CLIENT CARE SPECIALIST  Full-time (40 hours a week)

As a Client Care Specialist you be responsible for ensuring the Veterinary Clinic front office runs in an efficient and orderly manner through scheduling appointments, answering telephones, completing patient paperwork, and assisting customers. Processes administrative paperwork for the Clinic, order inventory and assist in the Veterinary Clinic as required. Ideal candidate will be bilingual in English/Spanish, dependable self-starter, with the ability to learn new duties. Animal husbandry background preferred. Must have current California Driver’s License and be able to present clean DMV pull at time of interview. Starting rate for these positions is $16.60/hour.

VETERINARY CLIENT CARE SPECIALIST  Part-time (20 hours a week) M-F 12pm -5pm

As a Client Care Specialist you be responsible for ensuring the Veterinary Clinic front office runs in an efficient and orderly manner through scheduling appointments, answering telephones, completing patient paperwork, and assisting customers. Processes administrative paperwork for the Clinic, order inventory and assist in the Veterinary Clinic as required. Ideal candidate will be bilingual in English/Spanish, dependable self-starter, with the ability to learn new duties. Animal husbandry background preferred. Must have current California Driver’s License and be able to present clean DMV pull at time of interview. Starting rate for these positions is $16.60/hour.

ANIMAL CARE SPECIALIST (Fulltime 40 hours a week)

Join our team working behind the scenes providing quality animal care to the hundreds of animals housed in our shelter each year. Work with the entire Animal Care staff to clean kennels and cages, feed and water a variety of domestic animals and livestock, restock animal supplies, assist with medicating sick animals, assist with the training of new employees and restrain animals for examinations, vaccinations and euthanasia, in accordance with established quality animal care and husbandry standards under the supervision of the Animal Care Manager. Ideal candidate will be dependable self-starter, with the ability to learn new duties. Animal husbandry background preferred. Solid work history and ability to work a flexible schedule, including weekends and holidays, required. Must have current California Driver’s License. Starting rate for this position is $16.60/hour.

The SPCA Monterey County conducts Pre-employment Criminal Background Checks and Drug Screenings

The SPCA Monterey County is proud to offer all of its full time regular employees a comprehensive compensation package, including full medical and dental coverage, life insurance, participation in a tax-deferred 403(b) retirement program, and paid sick, vacation and holiday leave.

PLEASE SEND YOUR RESUME TODAY TO:
SPCA Monterey County, Attn: Human Resources, P.O. Box 3058, Monterey, CA 93942
Fax to: (831) 373-8613, email to: ggaluppo@spcamc.org or visit us on the web at: www.SPCAmc.org