

Updated May 2021

JOB DESCRIPTION



Position Title: Program Director – Equine

Reports to: Executive Director

Position Status: Job Share; two (2) .5FTE positions, 20 hrs./week each

This position is remote and may require up to 20% travel.

Principal Responsibilities

The Directors are primarily responsible for:

- Overseeing accreditations/verifications for equine sanctuaries, rescue centers and rehabilitation centers in North America and internationally. Responsibilities include:
 - Assessing preliminary applicant eligibility; asking eligibility questions of applicant groups; guiding groups through the required application, documents and process; arranging and/or traveling for site visits, creating complete electronic documentation; creating a written analysis and presentation to the accreditation committee; and following-up with the facilities.
 - Oversee three-year re-certifications and site inspections.
 - Maintain up-to-date tracking of all applicants using available software e.g., ASANA, Dropbox, and SM-Apply.
 - Organize, schedule, and conduct sanctuary/rescue site visits. Work collaboratively and cross-train with GFAS Directors in other program areas (i.e., wildlife, farmed animals) to ensure adequate staff coverage for site visits.
 - Alert Executive Director if groups are waiting for a response from GFAS beyond the timeframe goals set.
 - Follow-up as per protocol, all complaints concerning GFAS accredited or verified groups.
- Carrying out the deliverables and responsibilities as outlined in grant proposals dedicated to the equine program.
- Representing GFAS at meetings or conferences and committees as appointed and appropriate.
- Attending weekly meetings with the Executive Director, weekly all-staff meetings, and monthly Accreditation Committee meetings via phone or online.

- Communicating, consulting, and coordinating with the other member of this job sharing team on a regular and on-going basis to ensure the duties and responsibilities of the position are carried out.
- Using tools that staff rely on to stay connected including; ASANA, Dropbox, Google Docs and keep anti-virus software up to date on computer.
- Serving as the communications liaisons on equine issues.

Other duties may include:

- Assisting Executive Director as requested in grant applications.
 - Other duties with awarded grants may include timely thank-you's, timely reports to the funder, and monitoring of grant expenditures.
- Participating in staff tasks as requested, such as webinar, written policy/white papers, web and social media content, refining processes and developing policies, especially as these tasks relate to accreditation/verification.

Capabilities

- Commitment to GFAS's mission and vision
- Excellent interpersonal, written and verbal communication and organizational skills
- Ability to work independently including planning, organizing, and setting priorities
- Ability to work with diverse groups and individuals and interact diplomatically
- Equine husbandry knowledge, experience working in an animal welfare organization such as a rescue, sanctuary, transition center, equine assisted services program or shelter is a plus
- Experience with or willingness and ability to learn common technical operating and software systems, such as those relating to task management, cloud storage, and online application management.

Compensation

As per agreed upon contract.

GFAS will reimburse agreed upon expenses based on company policy.

To be considered for this position, please email a cover letter and resume to contact@sanctuaryfederation.org.

You can also address any questions regarding this position to contact@sanctuaryfederation.org.