



Pawsitive Match Rescue Foundation

ADOPTIONS DIRECTOR

The Role

Location	Remote	Reports To	Board of Directors
Weekly Time Commitment	15-20 hrs, variable	Direct Report(s)	Adoptions Coordinators, Foster and Adoption Application Processors,

The Adoptions Director oversees and leads the adoption department for all dogs and cats in our care. This leadership role ensures the smooth operation of the Adoptions Team, fosters collaboration between teams, and serves as a key decision-maker for adoption-related policies and challenges. The Adoptions Director is instrumental in finding loving homes for rescued animals while upholding the values and mission of Pawsitive Match.

The Responsibilities

- Recruit, lead, and support Adoption Coordinators and Processors, providing guidance, training, and coverage as needed.
- Oversee adoption processes, update policies, and ensure compliance with organizational standards.
- Manage complex or sensitive adoption cases and respond to special requests or unique situations.
- Mediate and resolve conflicts among volunteers, fosters, or applicants.
- Represent the Adoptions Team at board meetings and collaborate with other teams, including setting adoption fees and special requirements for each animal.
- Monitor adoption systems, respond to inquiries, and ensure accurate documentation in Animal Shelter Manager (ASM).
- Handle emergency adoption situations requiring third-party involvement.



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The Person

- A community member in good standing.
- Strong interpersonal and communication skills with the ability to build relationships with stakeholders (e.g., board members, coordinators, volunteers, community members).
- Excellent judgment, strong decision-making skills, self-awareness, and the ability to handle competing demands ethically.
- Results-driven and goal-focused.
- Open to learning and accepting constructive feedback.

Experience & Qualifications

- Leadership experience, excellent communication, and strong decision-making skills.
- Familiarity with animal rescue work and non-profit governance is an asset.
- Confidence and empathy in conflict resolution.
- Ability to delegate effectively and empower individuals and the team.
- Willingness to learn and adapt, with a strong passion for animal welfare.
- Administrative Skills - Computer Skills (Intermediate+)
- Administrative Skills - Google Workspace
- Training & Mentorship Experience
- Screening Applications & Conducting Interviews
- Public Relations & Community Engagement Skills/Experience
- Professional Writing Skills/Experience is an asset