

Join Our Team: Director of Operations

Organization: [Cheyenne Animal Shelter](#)

Location: Cheyenne, WY (Onsite)

Position Type: Full-Time, Exempt, Salary

Compensation: \$75,000 / year + Comprehensive Benefits Package

People. Pets. Community.

At the **Cheyenne Animal Shelter (CAS)**, we believe that a healthy community honors every individual who calls it home—whether they walk on two legs or four. For over 50 years, we've been proudly serving Cheyenne and Laramie County as the largest community-centered animal resource center in Wyoming.

Our mission is to **enhance the quality of life for animals and people through compassion, respect, and education**. As proud practitioners of **Socially Conscious Sheltering**, we aren't just a safe haven for displaced pets; we are an active hub of connection, safety, and support for the families who love them.

We are on a quest to establish CAS as the absolute best place to work in the community. To help us get there, we are looking for a warm, dynamic, and experienced leader to join our executive team as our **Director of Operations**.

The Opportunity: Position Summary

As our Director of Operations, you will hold the heart of our shelter's daily operations in your hands. You will be responsible for executing the strategic direction and overall management of our core services—including **Animal Care and Placement, Reunification, Facilities, Safety, and Post-Adoption Support** (managed seamlessly through an advanced third-party integration platform).

This is an extraordinary opportunity to shape the future of our shelter. You will champion our internal culture, leading with a dedicated focus on steady performance, consistency, and a universally embraced standard of care. Additionally, because data transparency is central to our values, you will have the unique opportunity to build a brand-new reporting culture from the ground up—identifying key operational performance metrics and developing routine benchmarking systems.

You will directly supervise a passionate team (including our Shelter Manager, Animal Care Specialist, and Foster Care Specialist) and indirectly guide approximately 25 dedicated staff members in Animal and Customer Care.

Key Responsibilities Include:

- **Financial Stewardship:** Comfortably develop and manage a **\$2 million+** Shelter Operations budget, alongside our capital expense budget.
- **Community & Media Collaboration:** Serve as an occasional public face of the shelter for media interviews, act as a vital community partner liaison, and join in the fun at our major fundraising events.
- **Strategic Partnerships:** Act as our primary collaborator with outside government animal control entities and operational vendors.
- **Facilities & Safety:** Act as the Shelter Safety Officer, ensuring our beautiful 21,000-square-foot facility, 9-acre grounds, and public dog park remain safe, clean, and OSHA-compliant.
- **Operational Support:** Support your team by being ready to step in where needed—including obtaining your euthanasia certification within 90 days of hire.

Who You Are (Job Qualifications):

Required:

- **Experience:** 5+ years of management experience, including direct employee supervision.
- **Education:** Bachelor's degree or equivalent applicable experience.
- **Skills:** Strong computer literacy (Microsoft Office & Google Workspace), a high level of emotional intelligence, and a proven ability to gracefully navigate conflict and manage a healthy work/life balance.
- **Facilities Savvy:** Basic competence in routine grounds and building maintenance management.
- **Requirements:** Must be at least 21 years of age, hold a valid driver's license, and be able to pass a background check and drug screen.

Preferred:

- Demonstrated expertise in animal shelter operations and personnel management.
- Master's degree in Business, Public Administration, or a related field.
- CAWA (Certified Animal Welfare Administrator) certification, or a desire to pursue it
- Certifications in Lean Six Sigma, Project Management, or Organizational Leadership.
- Familiarity with Fear-Free shelter philosophies and handling a variety of companion, exotic, or barnyard animals.

What We Offer You:

- A starting salary of **\$75,000/year**.
- Excellent benefits, including medical, dental, and vision insurance.
- Generous paid time off and flexible scheduling.
- Dedicated, paid professional training funds to support your continuous personal and leadership development.
- A workspace filled with passionate people, purpose, and plenty of tail wags.

Ready to Make an Impact?

If you are an intentional, data-minded, and compassionate leader who wants to go home every day knowing you made Cheyenne a more connected, resilient place for pets and people alike, we want to meet you!

To Apply: Please submit your resume and a heartfelt cover letter to:

Cheyenne Animal Shelter

800 Southwest Drive, Cheyenne, WY 82007

Attn: BJ Christensen

Or email your application directly to: **bjchristensen@caswyo.org**