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# Vice President of Operations

Flatbush Cats 1460 Flatbush Avenue, Brooklyn, NY 11210

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Skills

Do you have experience in **Veterinary experience**?

Yes

No

## Job details

Pay

\$120,000 - \$160,000 a year

Job type

Full-time

Shift and schedule

Monday to Friday

## Benefits

Pulled from the full job description

- 401(k) matching
- Dental insurance
- Health insurance

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## Full job description

Flatbush Cats is on a mission to prevent cats from suffering on the street or in overcrowded NYC animal shelters. We do this through Flatbush Veterinary Clinic (which provides affordable access to spay neuter and wellness care) and our Community programs; which include community engagement, cat rescue, trap neuter return (TNR), fostering / adoptions, and our temporary shelter space.

We're seeking a proven, highly motivated operations leader with veterinary leadership experience to expand our team and services, ensuring more New Yorkers and their pets have affordable access to the veterinary care and support services they need.

### Job Summary:

The VP of Operations is responsible for the operational, team, and financial management of Flatbush Cats - including but not limited to Flatbush Vet. **Note: an operations background and veterinary leadership experience is required for this role.** Successful candidates have developed and led high performing veterinary teams across one or several clinics.

This position requires a tremendous amount of initiative and collaboration, focused on strategic planning and team leadership across the entire organization (including 25+ staff members). The ideal candidate is deeply passionate about scaling our impact in a sustainable way - ensuring we can attract the right team members and provide the tools, support and resources they need to succeed.

### Operations: 40%

- Oversee all program operations, with a primary focus on supporting and expanding our Veterinary program (including our first veterinary clinic, Flatbush Vet)
- With support from the Executive Director and program leads, develop annual operational and rolling strategic plans, including associated budgets
- Manage and support a variety of complex, high priority projects as needed - including expanding veterinary / program capacity
- Develop and implement processes to measure organizational / financial performance and program outcomes
- Ensure all team members have the tools, support and resources they need to succeed (including but not limited to IT / technology)
- Lead risk management efforts, including safety plans, insurance, and compliance across all programs and facilities

**People: 40%**

- Recruit, interview, and hire new employees across the organization (all departments)
- Develop a best-in-class employee onboarding, engagement and retention process, including personalized professional development and training opportunities
- Train appropriate team members to participate in interviewing, onboarding, and mentoring of new hires to promote retention and staff engagement
- Build a culture focused on incremental improvement, promoting knowledge sharing, constructive feedback, and continuous development
- Support program leads to build a sustainable process for volunteer recruiting, engagement, and retention
- Establish effective performance management systems, incorporating goal-setting, regular reviews, and ongoing two-way feedback
- Foster a positive, supportive work environment that promotes sustainable and successful outcomes
- Facilitate effective, ongoing internal communications with staff and volunteers
- Lead and support all staff meetings, planning sessions, events, and retreats

**Finance: 20%**

- Build out our finance function (including new hires) to support effective planning, administration and reporting
- Develop and oversee the annual budget with Executive Director and program leads
- Oversee the annual audit and 990 filings
- Monitor spending to provide financial guidance and support to program leads
- Ensure all financial systems are running effectively
- Supervise accounting tasks, including payroll, month-end close, cash flow, and expense allocations
- Maintain financial policies, risk management and internal controls as needed, continually evaluating and improving financial systems and processes

**Qualifications**

- Strong commitment to our mission and providing equitable access to veterinary care
- 3-5 years of leadership experience managing veterinary clinics (required - multi-site preferred)
- Proven supervisory, team development, and coaching skills
- Highly motivated problem solver who can lead projects with limited oversight
- Excellent time management skills with the ability to prioritize multiple projects and be responsive to shifting priorities
- Strong written and verbal communication skills; ability to synthesize complex information, communicate key messages and influence organizational thinking
- Exceptional ability to build relationships, support staff development within diverse teams, and

- Comfortable learning and onboarding others on new tools and software
- Experience with payroll management, and an in-depth knowledge of HR best practices, federal, and New York employment laws
- Strong knowledge of finance, accounting, and budgeting principles, including non-profit GAAP (preferred but not required)
- Proficiency in strategic financial management, planning & analysis
- Experience developing / reconciling budgets and aligning initiatives with goals
- Strategic thinker with strong analytical abilities and a positive approach to problem-solving
- Facilitative leadership style that fosters collaboration across all organizational levels
- Skilled in managing sensitive and confidential matters effectively
- OSHA training

In addition to playing a leading role in addressing overcrowded animal shelters in New York City, we are pleased to offer the following benefits:

- Flexible 40 hour schedule with at least one remote day per week
- Onsite / hybrid in Flatbush, Brooklyn
- 3 weeks paid time off
- 5 days paid sick time
- 9 paid holidays
- Medical, dental, vision coverage
- 401K w/ employer match
- Continuing education support
- Relocation support available

Job Type: Full-time

Pay: \$120,000.00 - \$160,000.00 per year

Benefits:

- 401(k) matching
- Dental insurance
- Health insurance
- Paid time off
- Relocation assistance
- Vision insurance

Schedule:

- Monday to Friday

Experience:

- Brooklyn, NY 11210 (Required)

Work Location: Hybrid remote in Brooklyn, NY 11210

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