



## Director of Adoptions

### Position Summary

The Director of Adoptions oversees Greyhaven Exotic Bird Sanctuary's adoption program, ensuring parrots are placed in appropriate, knowledgeable, and committed homes. This role is responsible for guiding potential adopters through the adoption process, assessing suitability, educating families about the unique needs of companion parrots, and supporting successful lifelong placements.

The Director of Adoptions works closely with the Board, shelter staff, caregivers, volunteers, and veterinary professionals to ensure adoption decisions prioritize the physical, emotional, and behavioral well-being of each bird.

### Primary Responsibilities

#### Adoption Program Management

- Oversee Greyhaven's adoption process from initial inquiry through placement and follow-up.
- Review adoption applications and assess potential adopters based on the needs of individual parrots.
- Conduct adopter interviews and consultations to determine suitability and compatibility.
- Coordinate meet-and-greets between potential adopters and birds.
- Ensure all required adoption documentation, agreements, and records are completed accurately.
- Maintain confidential and up-to-date adoption records.

#### Parrot Matching & Education

- Evaluate adopter experience, household environment, lifestyle, and expectations to help identify appropriate matches.
- Provide education and guidance regarding parrot behavior, nutrition, enrichment, medical needs, and long-term commitment.
- Ensure adopters understand the unique challenges of living with parrots, including noise, mess, behavioral complexities, and long lifespans.
- Promote responsible parrot ownership and Greyhaven's adoption philosophy.

#### Bird Assessment & Placement Support

- Work collaboratively with caregivers and behavior specialists to understand each bird's personality, history, medical needs, and placement requirements.
- Assist with intake assessments and gather relevant background information on surrendered birds.
- Support the development of adoption recommendations for birds with complex behavioral or medical histories.
- Facilitate transition support for adopters and birds following placement.

#### Follow-Up & Community Support

- Conduct follow-up communication with adopters to support successful transitions.



- Provide guidance and resources when challenges arise after adoption.
- Maintain positive relationships with adopters and encourage lifelong support of Greyhaven.
- Assist with adoption events, educational programs, and community outreach initiatives.

#### **Collaboration & Administration**

- Work closely with shelter leadership, veterinary professionals, volunteers, and foster caregivers.
- Maintain accurate adoption statistics and reports.
- Assist with improving adoption policies, procedures, and educational materials.
- Identify opportunities to improve adopter experience and adoption outcomes.

#### **Qualifications**

- Strong commitment to Greyhaven Exotic Bird Sanctuary's mission and values.
- Experience working with companion parrots or other complex animal species.
- Knowledge of parrot behavior, enrichment, husbandry, and welfare needs.
- Experience in animal rescue, adoption programs, shelter work, or volunteer management.
- Strong interpersonal, communication, and counseling skills.
- Ability to assess situations objectively and make decisions based on animal welfare considerations.
- Excellent organizational skills and attention to detail.
- Ability to handle sensitive conversations with compassion and professionalism.
- Experience maintaining records and managing confidential information.
- Ability to work collaboratively with staff, volunteers, adopters, and the public.

#### **Preferred Qualifications**

- Experience with behavior assessment or rehabilitation programs.
- Experience working with parrots with medical, behavioral, or trauma histories.
- Training in animal behavior, veterinary assisting, shelter management, or a related field.
- Previous experience in nonprofit or rescue organizations.