**Foster Program Manager**

**Location:** Berkeley Humane  
**Type:** In-Office

**Reports to:** Assistant Director, Pets and People  
**Pay Rate:** $75,000 – $79,000  
**Status:** Full-Time, Exempt | Sunday-Thursday + some evenings/holidays

**Make a Life-Saving Difference**

At Berkeley Humane, foster care and volunteer engagement are at the heart of our life-saving mission. As **Foster Program Manager**, you’ll lead both programs building a compassionate, efficient, and community-centered foster program that gives vulnerable animals a second chance. You’ll work closely with volunteers and staff to recruit, train, and support foster caregivers, ensuring that each animal receives the love and care they need on their path to adoption.

This is more than a management role—it’s a mission. You’ll be the bridge between animals in need and the people who open their homes and hearts to help them heal, grow, and thrive.

**What You’ll Do**

* **Oversee** the day-to-day operations of both foster care and volunteer programs
* **Supervise, coach, and mentor the** Volunteer Coordinator.
* **Create** a warm, inclusive, and energizing experience for all volunteers.
* **Grow a loving foster network** by recruiting and training foster caregivers for kittens, puppies, adult pets, and those with special medical or behavioral needs.
* **Provide exceptional support** to foster families—answering questions, offering resources, and ensuring they feel confident and cared for.
* **Match animals to foster homes** thoughtfully based on needs, caregiver experience, and environment.
* **Lead orientations and ongoing training** to educate and empower fosters.
* **Maintain accurate animal and foster records** in ShelterBuddy, Volgistics, and Shepherd.
* **Collaborate with our Hospital and Adoption teams** to coordinate foster placements, medical appointments, and adoption transitions.
* **Support neonatal fosters** during kitten season and manage the Foster to Family program, which empowers fosters to find adopters directly.
* **Respond to emergencies**, disasters, and urgent animal needs by placing pets directly into foster homes.
* **Track data and outcomes** and identify ways to improve processes and increase engagement.
* **Keep supplies stocked** and foster caregivers equipped with what they need to succeed.
* **Pitch in as needed** with transport, adoption events, trial adoptions, and counseling the public.

**What You Bring**

* 1–2 years of hands-on experience working with dogs and cats in a shelter, hospital, or foster setting.
* A strong foundation in animal behavior, care, and welfare—especially with underage, medical, or behavioral needs.
* Great communication skills, with the ability to teach, lead, and motivate others.
* Experience managing volunteers and building community.
* Comfort using Microsoft Office, Zoom, and shelter databases (like ShelterBuddy or Shepherd).
* A calm, compassionate presence—even during emergencies or emotional moments.
* English/Spanish Bilingual preferred.

**You’re a Great Fit If You…**

* Believe in the power of foster care to save lives.
* Lead with empathy and are passionate about helping people and animals alike.
* Stay organized and cool under pressure.
* Love working with volunteers and creating a welcoming, inclusive space.
* Are energized by a fast-paced, purpose-driven environment.

**Requirements**

* Valid California driver’s license with clean record
* Able to lift 50 lbs and work on your feet for extended periods
* Comfortable working around animals and allergens, and navigating the emotional realities of sheltering

**Why Berkeley Humane?**

We believe every pet deserves a chance—and that chance often starts in a foster home. When you join our team, you're not just managing a program—you’re building a life-saving network of people who care deeply and act boldly.

**Berkeley Humane is an Equal Opportunity Employer**  
We celebrate diversity and are committed to creating an inclusive and supportive workplace for all.