



OPERATIONS MANAGER

About Us

The Lonely Miaow Association Incorporated is a well-established cat rescue charity based in Auckland. The Lonely Miaow Association Incorporated is a volunteer-driven cat rescue charity that has been supporting stray and abandoned cats across Auckland since 1995. We rescue, rehabilitate, desex and rehome hundreds of cats each year through our foster-based model, supported by a dedicated network of volunteers, veterinary partners and community supporters.

The Opportunity

After 30 years of rescue work, we've modernised our systems, secured a facility with office, storage, and training space and are ready to scale our impact. To do that, we need an organised, proactive independent contractor to develop procedures and ways of working, to ensure our operations run smoothly and efficiently and provide advice on role requirements to meet the organisation's needs going forward. We are seeking an experienced and highly organised **Operations Manager (Independent Contractor)** to support our growing organisation and help us deliver life-changing outcomes for cats in need.

This position is offered on an independent contractor basis, with services invoiced to the organisation.

As our contracted Operations Manager, you will be responsible for:

- Supporting and coordinating Volunteer Team Leads across multiple functions
- Reporting to the Committee on operational matters and contributing to strategy and goal-setting
- Managing external relationships, inventory, and organisational resources
- Overseeing and maintaining our database and operational systems
- Improving and documenting processes so we can help more cats with less stress

Essential Experience & Skills

- 2+ years of operations management experience within cat rescue or animal welfare (ideally including in-home fostering environments)
- Demonstrated experience leading teams and coordinating across multiple functions
- Proven ability to improve, document, and implement operational processes and systems
- CRM/database experience and a strong affinity for efficiency and organisation
- Genuine passion for feline welfare and the ability to work patiently with volunteers
- Highly organised, proactive and solutions-driven
- Strong interpersonal skills with the ability to support volunteers without micromanaging
- Comfortable with technology and quick to learn new systems
- Ideally based on Auckland's North Shore with access to reliable transport

WHAT WE OFFER

- ✓ **Make a real difference** - hundreds of cats need you
- ✓ **Flexibility** - mostly remote, working around your schedule
- ✓ **Passionate team** - work with people who genuinely care
- ✓ **Growth potential** - pathway to permanent role as funding allows
- ✓ **Professional development** - shape operations of growing charity

To Apply

Please email the following to chair@lonelymiaow.co.nz:

- **Cover Letter** (addressing: Why are you the right candidate? Why are you interested in Lonely Miaow? What would be your immediate priorities?)
- **CV** with two references included

Please note: The Lonely Miaow Association Incorporated is committed to fostering a diverse and inclusive environment. We welcome applications from people of all backgrounds, abilities, and experiences.

The closing date for applications is 31/12/25.

🐱 The Lonely Miaow Association Incorporated - Rescuing cats since 1995

🌐 Website: www.lonelymiaow.co.nz

Charity Registration Number: CC23729

Incorporated Society Number: 681538

Rescue work is rewarding and can be really challenging too. There will be sad outcomes alongside the happy ones, people dramas and the unexpected happens frequently. It can be physically exhausting and at times distressing, so it's not for the faint hearted.

If you're the kind of person who sees opportunities for improvement everywhere and thinks "I could fix that," we need you.

Because every cat deserves a second chance and we need someone to help us give it to them.