



Position Posting: Medical Director

May 2025

Our Organization

The [Minnesota Spay Neuter Assistance Program](#) (MN SNAP) is a high quality, high volume spay/neuter clinic providing access to veterinary services for pets and families who otherwise couldn't afford care.

Last year, over 14,000 pets and community cats received services at our north Minneapolis clinic and our mobile surgical unit that travels throughout Minnesota and on tribal lands. We work with families directly, as well as partner with rescues and shelters to ensure their adoptable pets have access to spay or neuter surgeries prior to adoption. Our practice is focused on spay and neuter services, with options to add core vaccinations, microchipping, and treatment for internal or external parasites. We have 23 staff members and an operating budget of \$2.5 million.

Since 2010, we've provided over 212,000 surgeries for pets in Minnesota. As we look to the future, our goal is to increase access to spay/neuter procedures given its positive impact on individual pets and community health. We are also exploring opportunities to broaden our scope of practice to community medicine.

The Position

MN SNAP is seeking a Medical Director to join our leadership team and help guide a group of highly skilled and experienced veterinary surgeons. This role blends hands-on surgical work with strategic leadership, involving both the day-to-day management of clinical operations and long-term planning for the organization's future. We're looking for someone who brings both practical expertise – ready to step into surgery as needed – and a visionary mindset – committed to building a future where every pet in Minnesota has access to essential veterinary care.

Job Title: **Medical Director**

Classification: Full time, salaried, exempt

Job Relationships: Reports to the Executive Director (ED). Directly supervises the Veterinary Surgeons. Member of the Leadership Team.

Salary: \$135,000+

Responsibilities

Veterinary Leadership

- Provides medical direction, support and training for MN SNAP's veterinarians and veterinary support staff to ensure best practices and successful medical outcomes for our patients.
- Responsible for engaging the doctor team regarding the evolution or shifting of MN SNAP's standard of practice and care, including changing surgical techniques, pharmacy provisions, equipment involved, and other veterinary practices and protocols.
- Guides the veterinary team through complicated or difficult cases and reviews cases that fail to achieve desired outcome, recommending changes to care when needed.
- Maintains current DEA license and follows all federal regulatory rules. Serves as the primary DEA license of record for controlled drug inventory for MN SNAP. Assists with investigating any controlled drug inventory issues.
- Partners with the Director of Clinic Operations (DCO) to provide training and direction to support staff, including the development and maintenance of clinic SOPs.
- Responsible for the screening, interviewing and hiring of veterinarians, including relief veterinarians; makes recommendations for other employee selection, advancement, change, and termination. Ensures MN SNAP's hiring processes are followed.
- Responsible for performance management of veterinarians, including onboarding, training, development, recognition, disciplinary action, and performance appraisals.
- Promotes continuous learning among veterinarians by facilitating journal club and scheduling regular doctor team meetings.
- Strategizes with ED and DCO on the development and implementation of veterinary services and programs within the scope of care.

Organizational Leadership

- Serves as a member of MN SNAP's leadership team.
- Participates in and contributes to the development of MN SNAP's strategic direction.
- Fosters a success-oriented, accountable and collaborative environment within MN SNAP; serves as a role model for the culture and maintains a positive and professional attitude.
- Ensures the doctor team provides quality service to both people and animal clients in accordance with the MN SNAP mission and values.
- Informs the ED of developments that may affect MN SNAP or the clinic including departmental progress, client concerns and personnel issues.

- Serves as the primary internal and external veterinary expert, reviewing and/or contributing content for a variety of audiences including educational materials, the website, fundraising materials, and more.
- Represents the organization internally and externally with integrity, serving as an ambassador of the MN SNAP's mission and brand.
- Always represents MN SNAP in a professional and courteous manner. Provides quality service to clients, volunteers and employees, recognizing their individual contributions to the success of our organization.
- Treats animals and people humanely and with respect.

Veterinary Surgeon

- Provides outstanding and compassionate veterinary care, including HQHV spay/neuter services, to pets of families who wouldn't otherwise have access to veterinary care.
- Effectively and compassionately communicates with clients.
- Assists the lead technician with coordinating the maintenance and repair of surgical instruments and equipment.
- Assists in the timely response to clinic-related questions or concerns.
- Maintains appropriate licensing and completes required continuing education courses. Adheres to all applicable regulations, including the State Veterinary Practice Act, and all MN SNAP policies & protocols.

Knowledge/Skills/Abilities

- Highly skilled and proficient HQHV spay/neuter surgeon including pediatric spay/neuter experience.
- Passionate about helping pets and their people.
- Passionate about leading and mentoring other veterinarians.
- Strong interpersonal communication skills.
- High emotional intelligence and humility.
- Ability to effectively communicate both in writing and verbally.
- Proficient in the use of hospital software in the provision of veterinary medicine.
- Effective time management skills with the ability to triage cases and workload.
- Ability to work well within a fast-paced environment.
- High attention to detail.

Work Location/Travel

- Based at MN SNAP's stationary clinic and headquarters in Minneapolis.
- Requires occasional travel to different work sites (usually same day).

- This position is approximately 75% surgical and 25% administrative, though the balance may shift to more administrative time as MN SNAP teams grow.

Qualifications

Minimum Required

- Committed to the mission of MN SNAP.
- Education: Doctoral degree in veterinary medicine.
- Work Experience: Experience leading veterinary professionals or programs, and a minimum of three years of post-graduation experience as a HQHV spay/neuter surgeon.
- Special Training, Certification or Licensure: Current or eligible to obtain a Minnesota Veterinary License. Current or ability to obtain a DEA license.

Desired

- Post-graduation experience in community medicine and the practice of incremental medicine.
- Bilingual speaking both English and Spanish.

MN SNAP Offers

- Health and dental insurance covered at 75% for employees, including an employee assistance program.
- Health care subscription program, providing every day medical care for entire family at no cost to employee.
- Retirement plan with 3% organizational match.
- Life insurance, short-term disability and long-term disability at no cost to employee.
- Generous paid time off and holidays.
- Annual continuing education, license fees and professional liability insurance allowance.

The Location

Minnesota is the place to be! The Twin Cities – Minneapolis and Saint Paul – are a vibrant, diverse metro area.

You'll find all the perks of a big city – arts, culture, nightlife, and dining – without the downsides. Commute times are short, neighborhoods are tight-knit, and you can afford to live in a place with space to breathe.

Love the outdoors? The metro area has over 450 lakes, extensive parks and trails and even a chain of lakes right in the heart of Minneapolis. Hiking, biking, paddling or skiing—it's all part of the lifestyle here.

From the world-renowned Guthrie Theater to First Avenue (set and setting for Prince's movie *Purple Rain*), there is a vibrant local music and arts scene and always something happening. Add in diverse cuisine, inclusive neighborhoods, and some of the friendliest people you'll meet, and you've got a metro area that feels like home.

Yes, we have winter – but Minnesotans don't hibernate, we celebrate (and travel). With cozy coffee shops, hockey games, winter festivals, and plenty of ways to stay active year-round, the cold is just part of the charm.

To Apply

To apply, please submit a cover letter outlining your interest and relevant experience, along with your resume or CV to apply@mnsnap.org.

MN SNAP seeks to create a diverse work culture that closely matches that of our clients and community. Black, Indigenous, People of Color, and people who identify as LGBTQIA2S+ are encouraged to apply.