Veterinary Practice Manager
Birch Bark Veterinary Care | Appleton, Wisconsin area

Lead with purpose. Make a difference. Help shape the future of an independently owned veterinary practice.

Birch Bark Veterinary Care is proud to be one of the few remaining independently owned veterinary practices in the Fox Valley. Since opening in 2018, we have grown into a thriving three-doctor small animal hospital caring for dogs, cats, and pocket pets.

We are seeking an experienced **Veterinary Practice Manager** to lead our team, oversee hospital operations, and direct our continued growth. This is an opportunity for a hands-on leader who enjoys developing people, strengthening systems, and balancing excellent patient care with sound business management.

Why Birch Bark Veterinary Care?

At Birch Bark, you won't be navigating corporate red tape to get things done. You'll work directly with the DVM owner who believes in hiring good people, trusting their judgment, and empowering them to make decisions. You'll have the autonomy to identify opportunities, recommend improvements, and implement solutions without going through layers of upper management for approval.

Compensation and Benefits

We offer a competitive salary and benefits package designed to support your professional growth and personal well-being.

- Full-Time salary $55,000-85,000 based on experience and qualifications
- Great work-life balance: Monday through Friday clinic schedule. No late evening appointments. Closed weekends and holidays.
- Paid vacation time, sick leave and holidays
- Continuing education allowance
- Retirement Plan (SIMPLE IRA) with company match
- ICHRA for medical, vision, and dental care
- Short and long-term disability insurance
- Employee Assistance Program
- Employee pet discount program

What You'll Do

Hospital Operations and Leadership

- Oversee the day-to-day operations of the hospital, ensuring efficient workflows and high standards of patient and client care.
- Lead, coach, and develop team members, supporting a culture of accountability, collaboration, and continuous improvement.
- Develop and strengthen training programs, team processes, and operational protocols.

People and Culture

- Handle human resources duties including: recruitment, hiring, employee performance reviews and employee benefits administration.
- Support employee engagement and professional development
- Maintain a positive workplace culture guided by our **core values of safety, kindness, brilliance, and efficiency**.

Business and Financial Management

- Decision making responsibilities for business aspects of the practice
- Manage payroll, assist with accounts payable and other accounting tasks
- Support the financial health of the practice through reviewing and analyzing profit and loss statements, key performance indicators (KPIs), and operating budgets.
- Partner with owner in financial planning, forecasting, and identifying opportunities to improve efficiency and performance.

What We're Looking For

Our ideal candidate is a confident, collaborative leader who combines strong people-management skills with sound business judgment. They are comfortable making decisions, solving problems, and helping a team navigate change.

Required Qualifications and Experience

- At least three years of leadership experience overseeing daily operations in a clinic, office, or similar organization.
- Demonstrated success in team leadership, coaching, and collaboration.
- Strong organizational, communication, and problem-solving skills.
- Experience with QuickBooks as well as Microsoft Office Excel.
- A commitment to high-quality service and a positive team culture.

Preferred qualifications

- Certified Veterinary Practice Manager (CVPM) credential, or a degree in business management.
- Previous experience working in the veterinary field

Ready to Make an Impact?

If you're looking for a meaningful leadership role where your decisions make a difference and you can help shape the future of an independently owned veterinary hospital, we'd love to hear from you.

Please send a cover letter explaining your interest in the Veterinary Practice Manager position at Birch Bark Veterinary Care, along with your resume to: jmcyborski@birchbarkvet.com