



Position Announcement President/Chief Executive Officer

Handi-Dogs is accepting applications for the position of President/Chief Executive Officer. For confidential consideration, please send a cover letter, resume and three references to: ceosearch@handi-dogs.org. Applications received by April 15, 2019 will be assured consideration, but the position will remain open until filled. A detailed job description is available at www.handi-dogs.org

The Opportunity: To lead a dynamic group of staff, board members, and volunteers.

Our mission: Handi-Dogs is dedicated to helping older adults and people with disabilities gain independence and improve their quality of life through specialized training of dogs and to advocate about the important role of service dogs. We:

- Train – Dogs to be service, assistance, therapy and companion dogs.
- Advocate – For public awareness and understanding about the important role of dogs in people’s health and well-being.
- Empower – With knowledge and skills to build healthier and happier lives for people and their dogs.

Our values:

✓ **Integrity**

We will do what we say, we will be accountable for our actions, and we will strive to make decisions that are equitable and in the best interest of individuals (people and dogs) and the community.

✓ **Service to others**

We recognize our work is to help others live healthier and happier lives and to build a stronger community – it is not self-serving.

✓ **Knowledge**

We will strive to be the ‘subject matter experts’ by staying abreast of changes in laws, perceptions, and best practices for training service, therapy, companion, and other assistance dogs.

✓ **Communication**

We will share information and ideas, and maintain transparency of our organization’s operational, programmatic and financial status.

✓ **Teamwork**

We embrace that success is dependent on people/dogs working together for their mutual benefit, and that greater good is achieved by people working together rather than independently – both internally within the organization and externally with others in the community.

✓ **Collaboration**

We recognize that greater good is best achieved by working together with others – individuals, groups, organizations, etc.

✓ **Respect**

We appreciate and honor donor's intention, differing points of view, people's individuality, for dogs, for the relationship between people and their dogs.

Our guiding principles:

✓ **Long-term Sustainability**

Decisions will be made with a future orientation, working towards ensuring Handi-Dogs is helping people for generations to come.

✓ **Diversification of Services**

Recognizing dogs can impact different people's lives in different ways, Handi-Dogs will work towards offering varying services to the community as needs and opportunities may develop to maximize the number of lives benefiting from the human/dog relationship.

✓ **Advocacy**

Handi-Dogs will educate and work to inspire others in embracing the valuable roles that dogs play in human health and well-being. We will be the voice of knowledge for those (people and dogs) who aren't able to advocate for themselves.

✓ **Partnerships**

Handi-Dogs will strive to collaborate with individuals, organizations, business and government entities to maximize effectiveness in achieving our vision.

✓ **Continuous Learning**

Handi-Dogs will continue to seek out best practices for training dogs, helping people with disabilities, and for understanding new ways in which people can benefit from having a trained dog in their lives.

Handi-Dogs is a 501(c)(3) non-profit human services organization serving the vibrant and diverse communities of Tucson for 45 years. During that time, we have provided services to over 3,500 people and 320 handler/service dogs teams have been certified. Handi-Dogs is a financially strong organization. We own our building at 75 S. Montego Drive, which was specially constructed for Handi-Dogs, and the mortgage was paid off in 2013. In 2016, Handi-Dogs became accredited with Assistance Dogs International.

Position Summary

The position requires a self-directed individual to oversee and manage all aspects of this small business. The position is accountable for all strategic, fiscal, human resource, program, administrative, and operational aspects of the business, while ensuring the organization's execution of its mission and long-term sustainability. The President/CEO will become a subject-matter expert within the service dog industry and community. To carry out the mission, the President/CEO must interact effectively with the board, staff, volunteers, students, donors, businesses, foundations, and industry professionals. The President/CEO plays a major role in increasing the sustainability and growth of Handi-Dogs. The annual budget of Handi-Dogs is \$350,000, with about 10 non-board volunteers and an administrative and training staff of 8 (3.75 FTE).

Salary Range: \$60,000 - 70,000, depending on experience. Handi-Dogs is an equal opportunity employer.