



Development & Program Director

Organization: Dogs For Diabetics, Inc., DBA: National Institute of Canine Service & Training (NICST)

Location: Concord, California (On-site)

Status: Full-Time, Exempt

About the Organization

The National Institute of Canine Service & Training (NICST), also known as Dogs4Diabetics, is a 501(c)(3) nonprofit organization dedicated to providing expertly trained, no-cost service dogs and programs to people with type 1 diabetes, veterans and first responders living with PTSD, and young adults facing disabilities such as debilitating anxiety, seizures, migraines, and POTS. NICST also offers rehabilitative training programs for incarcerated adults, providing a unique pathway for personal growth and service.

Position Overview

NICST is seeking a dynamic, strategic, and compassionate leader for the Development & Program Director role. This full-time, on-site position combines responsibilities in fundraising, development, and program management, with roughly 60% dedicated to growth and development and 40% to overseeing program operations. The Director will report to the CEO and play a vital role in advancing the organization's mission, sustainability, and growth, especially guiding NICST through its transition from a small nonprofit to a \$1–2 million organization.

Key Responsibilities

Development & Fundraising (60%)

- Lead and implement comprehensive fundraising strategies, including individual giving, corporate sponsorships, planned giving, and major donor cultivation.
- Oversee donor engagement, stewardship, and retention, ensuring a strong culture of philanthropy across the organization.
- Manage fundraising CRM systems such as Salesforce or DonorPerfect, ensuring accurate donor tracking and analytics.
- Develop, write, and manage nongovernmental grant proposals and reports.
- Coordinate and execute fundraising campaigns and events, including digital and community-based initiatives.
- Build and maintain relationships with donors, foundations, and corporate partners. Collaborate with marketing and communications staff to tell compelling stories of impact.
- Support and train board members and volunteers in fundraising efforts.



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- Track metrics to evaluate fundraising success and report progress to leadership and the board.
 - Prepare and publish annual accomplishment reports.
 - Coordinate and contribute to quarterly newsletters.

Program Leadership (40%)

- Provide leadership and oversight across all program areas, ensuring excellence, innovation, and compliance with accreditation standards.
- Work collaboratively with training, client services, and volunteer staff to deliver high-quality service dog programs.
- Ensure programs are aligned with organizational goals and meet the standards of Assistance Dogs International (ADI) and the ISO 9001 governing principles.
- Supervise program staff, providing mentorship, performance evaluation, and professional development.
- Analyze data and outcomes to improve program effectiveness and client satisfaction.
- Develop and maintain community partnerships to support program delivery and expansion.
- Collaborate with leadership to develop new initiatives and ensure operational sustainability.
- Represent NICST at public events, conferences, and community meetings, fostering visibility and engagement.

Required Qualifications

- Minimum of 5 years of experience in nonprofit fundraising, marketing, and development.
- Demonstrated experience managing and growing programs within a mission-driven organization.
- Proven success in grant writing, major donor engagement, estate (legacy) giving, and fundraising campaign execution (\$1M to \$2M range).
- Strong leadership and interpersonal skills, with the ability to motivate teams and engage diverse stakeholders.
- Excellent written and verbal communication skills, including experience with public speaking to audiences of 100 or more.
- Proficiency in Microsoft Word, Excel, Salesforce, DonorPerfect, or similar CRM systems.
- Proficiency in generative AI, prompts, fundraising, and development AI.
- Strong organizational skills with attention to detail and follow-through.
- Experience helping nonprofits transition to higher budget levels (\$1M–\$2M range).
- Flexibility to work evenings, weekends, and variable hours as needed.
- Commitment to diversity, equity, inclusion, and the mission of NICST.



Preferred Qualifications

- Bachelor's degree in nonprofit management, communications, development, or related field.
- CFRE or equivalent fundraising certification.
- Experience in the service dog or animal-assisted program sector.
- Knowledge of Assistance Dogs International accreditation standards.

Work Environment & Schedule

This is a full-time, on-site position located at NICST's training facility in Concord, California. The position requires flexibility in scheduling, including some weekends and evenings to support events, programs, and donor engagement.

To Apply

Please send a resume and cover letter to info@dogs4diabetics.com, Attn: Mark R.

Dogs For Diabetics, Inc. is an equal opportunity employer committed to creating an inclusive environment for all employees.

Dogs for Diabetics, Inc. is a drug- and alcohol-free facility. Firearms are not permitted on the premises except when carried by sworn law enforcement officers (on- or off-duty).