



Job Description:

### **Executive Director | Canine Partners of the Rockies 501(c)3**

Are you the person that enjoys being the face to the community even though your furry co-worker might be snoring during your presentation? Can you concentrate on spreadsheets and yet offer a belly rub?

Canine Partners of the Rockies (CPOTR) is looking for its next Executive Director to lead our agency forward during this exciting time of growth. CPOTR is an Assistance Dogs International (ADI) accredited service dog training and partnership non-profit located in Aurora Colorado. Founded in 2002, CPOTR enables Coloradans with mobility disabilities to lead more independent and gratifying lives by providing extensive training to purpose bred pups, a personalized match process and lifetime support for each service dog team. Canine Partners of the Rockies is on the cusp of significant growth. We have a young, fresh team, full of enthusiasm and looking for a great leader.

The Executive Director serves as the chief executive of the organization. Reporting to the Board of Directors, the Executive Director is responsible for providing direction and leadership toward the achievement of CPOTR's vision, mission, strategic plan and annual goals and objectives. This position is also responsible for overall day-to-day management, in collaboration with the staff, including but not limited to administration, fund development, human resources, programs, communications and marketing, and board and community relations. The Executive Director will enthusiastically and solidly lead a workforce of 6 full-time staff and a crew of 100 volunteers.

#### **ESSENTIAL FUNCTIONS:**

The essential functions listed below are intended only as illustrations of the various types of work that may be performed; the omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to be completed by the position:

#### **Leadership**

Responsible for overall staff leadership in the development and implementation of strategic plan and annual goals and objectives.

## **Fiscal Management**

Responsible for the financial health and management of the organization, including the development and implementation of the annual budget.

## **Strategic Planning**

Work with the Board Chair and Board of Directors in setting strategic goals for the organization.

Provide leadership in the development, implementation and accomplishment of the annual plan as approved by the Board.

## **Fund Development**

Oversee fundraising at a strategic level including major donor identification and cultivation by taking an active role in personally developing relations with major donors.

## **Board Relations**

Provide information, advice and counsel to the Board Chair, Board committees, and Executive Board in the creation of policies, programs, and strategic direction for the organization

## **Human Resources**

Oversee all aspects of human resource management for employees, including but not limited to, hiring and termination, developing staff, setting compensation, applying Board-approved employee policies and benefits, supervising staff and designing succession strategy.

Maintain a workplace atmosphere which attracts, retains and motivates a diverse staff of top-quality candidates.

## **Volunteers**

Promote active and broad participation by volunteers in appropriate areas of the organization's work.

## **Program Expertise**

Ensure Assistance Dogs International (ADI) standards, and Colorado PACFA regulations are adhered to, and all program and administrative staff have knowledge and understanding of standards and regulations

Encourage robust dog training and volunteer programs designed to achieve dog graduation goals.

## **Public Relations and Community Partners**

Serve as the public face of the organization and ensure that CPOTR and its mission, programs, products and services are consistently presented in a strong, positive image to key stakeholders and the community

### **ESSENTIAL QUALIFICATIONS**

**CPOTR** seeks a strong strategist that can formulate and articulate a vision for the organization and lead/motivate/mentor a team of dedicated staff and volunteers in order to achieve CPOTR's strategic goals. The successful candidate will be a proven, results-oriented, experienced and highly mission-driven leader.

#### **Other qualities sought include:**

- Demonstrated acumen in driving and successfully shepherding organizational change and strategic evolution, creating a welcoming and inclusive culture focused on excellence.
- An undergraduate degree in Business, Nonprofit Management, or closely related field.
- Significant (10 years) of progressive experience in the nonprofit sector with at least ten (5) years of demonstrated success in staff leadership, fundraising, partnership development and financial management.
- Prior experience working with clients with disabilities and a working knowledge of public policy and health issues faced by individuals with disabilities.
- Prior experience in service dog training operations is a plus, but not required.
- A demonstrated track record of success in acquiring operational financial support.
- A proven track record securing major donors.
- Previous experience with a significant capital campaign is a plus
- Demonstrated skills in office technology applications to include the Microsoft Office Suite. Experience with donor databases is preferred
- Proven success in marketing, communications, and public relations in order to successfully engage stakeholders- including foundations, individual donors, corporations, policy makers, the media and general public
- Demonstrated experience in financial reporting, budget management, and organizational processes

- Prior experience working for and/or closely with board members or trustees
- Demonstrated successful staff management and development experience
- Proficiency in public speaking
- A passionate personal alignment with the vision and mission of CPOTR

#### **PERSONAL CHARACTERISTICS**

- An energetic, hands-on, strategic, confident yet down-to-earth leader who is compassionate and operates with humility.
- A proactive leader; intellectually curious; regularly investigates and brings new ideas to the organization and is results-oriented and driven to move things forward
- An inspirational leader with the proven ability to support the leadership team and diverse groups of staff and volunteers to reach agency goals
- A relationship builder who is able to develop strong relationships with donors, external partners and stakeholders
- Oral and written communication abilities – strong presentation skills; persuasive and articulate; diplomatic and open style; a good listener; credible
- Impeccable ethics and integrity

#### **COMPENSATION**

Compensation: \$80,000.00 to \$95,000.00 annually, commensurate with experience.

Job Type: Full-time

**Benefits:** Health Insurance, Dental Insurance, PTO, AD&D Insurance, 401K with employer match

Ability to commute/relocate:

- Aurora, Arvada, Denver, Wheat Ridge, Westminster Area : Reliably commute or planning to relocate before starting work (Required)

***Please submit your resume to Terri@cpotr.org***