



Assistance Canine Training Services
PO Box 52
North Conway, NH 03860

Executive Director Assistance Canine Training Services (ACTS)

Training Dogs to Change Lives: Assistance Canine Training Services (A.C.T.S.) trains and places service and skilled facility therapy dogs. A.C.T.S. is an accredited 501(c) (3) non-profit organization and is operated by a Board of Directors that oversees a team of dedicated volunteers and staff.

A.C.T.S trains two types of dogs, service dogs and skilled facility therapy dogs. Service dogs are placed with individuals who utilize a wheelchair or scooter. Skilled facility therapy dogs are placed with professionals who use animal assisted therapy in their work. This may include teachers, counselors, occupational and physical therapists, physicians, and other social service professionals.

A.C.T.S. is located in the Mount Washington Valley of New Hampshire. We are growing, and we are searching for a person to fill the newly-created position of Executive Director (ED). Reporting to the Board of Directors, the ED will have the overall strategic, financial and operational responsibility for staff, volunteers, programs, expansion, and the execution of the A.C.T.S. mission.

Responsibilities

- Guide the organization through growth and expansion to include
 - Acquisition of a new facility and office space
 - Expansion of revenue generation required for achieving growth goals
 - Daily management and troubleshooting for the organization through growth
- Oversee the general operation of the organization including
 - Financial
 - Marketing and public relations
 - Fundraising
 - Management of staff and volunteers
 - Product oversight and quality control
 - Client relations
 - Long term planning
 - General administration



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Qualifications

- Bachelor's Degree or relative experience with a non-profit organization
- Relationship- building skills with public, private, and corporate sectors
- Proven success in fundraising and financial growth
- Leadership experience including working with staff, clients, and volunteers
- Experience in program development and operational growth
- Administrative experience

The Mount Washington Valley is a four-season resort community that offers the right candidate an opportunity to combine a love of dogs and a desire to help others, with the advantage of living in a small, active community. The North Conway area offers a wide variety of recreational and educational activities that appeal to people of all ages. This is the perfect community for work and play.

Please submit resume with cover letter and salary requirement to actsdogs@gmail.com.
No phone calls please.