



Mission: To follow the job responsibilities to the highest degree of ethics and integrity to achieve the KSDS Assistance Dogs, Inc. mission of providing professionally trained guide, service and facility dogs for people in need of a canine partner to enhance their independence, to fully function in society and/or to enrich their professional career responsibilities with the ongoing support of our trainers to ensure proficient working partnerships.

Supervision: Reports to the Board of Directors

General Job Responsibilities:

- The CEO is responsible for the overall administration and management of KSDS Assistance Dogs, Inc.
- Maintain a favorable public image with all forms of communication: person, print, phone & social media
- Perform management responsibilities which enhance the standards and guidelines of KSDS Assistance Dogs, Inc. and Assistance Dogs International (ADI)
- Remain current and updated on disability issues and ADA guidelines
- Be willing to travel on approved trips
- Participate in required continuing education (CE) programs
- Sign a “Do not Compete” statement with KSDS Assistance Dogs, Inc.
- Understand the concept of providing quality services to clientele and their families
- Agree to maintain a continuing commitment to confidentiality, courtesy and professionalism

Specific Job Responsibilities: Human Resources/Personnel

- Administer Board of Director approved personnel policies
- Be responsible for hiring and termination procedures and be knowledgeable of the current laws
- Process necessary new employee paperwork and maintain paperwork on sick and vacation leave
- Monitor all anniversaries of employees and any paperwork needed for benefits or raises
- Handle any workmen comp disability claims and paperwork
- Handle any unemployment claims and paperwork
- Manage employee benefits and coverage
- Oversee any and all disciplinary action
- Provide for adequate supervision and evaluation of all staff and volunteers

Specific Job Responsibilities: Administration and Management

- Develop and facilitate an active planning process
- Develop organizational goals and objectives consistent with the mission and business plan
- Develop operational policies with Board approval and administer these policies
- Oversee programs, services and activities to ensure that program objectives are met
- Oversee business development and strategies for ensuring a successful nonprofit business performance
- Provide information for evaluation of organization’s activities

Specific Job Responsibilities: Oversee Business Operations

- Be the liaison to banks and other financial institutions
- Develop, recommend and monitor annual and monthly budgets
- Ensure an effective audit is conducted
- Review expenditures and approve within the guidelines established by the Board
- Coordinate with Board Treasurer and plan for adequate cash flow to cover operational needs

Specific Job Responsibilities: Fundraising

- Assist the Director of Marketing & Fundraiser in developing a comprehensive fundraising program
- Assist with the preparation and submitting of grant applications and funding proposals as needed
- Oversee the social media personnel and the efforts they are making to raise funds through various social media avenues (i.e., Facebook, Website, Twitter, etc.)
- Create materials that provide information about KSDS Assistance Dogs, Inc. such as newsletters and other print and multimedia items
- Monitor progress of fundraising drives making adjustments for future fundraising tactics
- Manage strong strategic relations with donors developing and deepening the existing donor relationships ensuring they are updated on our work and achievements

Specific Job Responsibilities: Emergency Preparedness

- Implement and maintain an emergency preparedness plan for KSDS Assistance Dogs, Inc.
- Perform reoccurring trainings, keep procedures and documents updated as needed
- In the case of disaster, be the coordinator for relief efforts

Specific Job Responsibilities: Board Relations

- Plan the agenda and assemble the materials for board meetings
- Initiate and assist in developing policy recommendations and in setting priorities
- Facilitate the orientation of new Board members
- Provide a CEO report for each meeting outlining recent and significant activities
- Review with the Board new laws, legal rulings, and legal recommendations as they become available

Knowledge, Skills and Abilities:

- Ability to work well with others in a team setting
- Possess strong leadership and decision-making skills
- Must pay attention to details, have a commitment for accuracy, and the ability to meet deadlines
- Must have computer skills in word processing, database management and electronic communications
- Must have a valid driver's license
- Knowledge of assistance dog laws, rights, access rights and related information

Qualifications and Experience:

- Bachelor's Degree required. Master's Degree Preferred
- A minimum of three (3) years of experience in management and/or human resources
- Knowledge of the workings of a nonprofit corporation is desirable
- Knowledge of working with individuals with disabilities
- Applicant should have some experience working with dogs and understanding of canine behavior

Job Specifications:

- Full time position, compensation is dependent on experience, benefits included. Work location is the KSDS administration building with travel as necessary.

The above statements are intended to describe the general nature of work being performed in this position. The description is not intended to be an all-inclusive list of responsibilities, duties and requirements for personnel in this position. KSDS Assistance Dogs, Inc. reserves the right to change or modify the duties and essential functions of this position at any time.

To apply

- Visit www.ksds.org and complete the online application on the home page
Any questions can be e-mailed ksds@ksds.org or call (785) 325-2256

