



Role Description Chief Executive Officer



The purpose of the Chief Executive Officer (CEO) / Chair position is to provide executive oversight of the mission, vision, and strategic goals of Illini Service Dogs (ISD). This position is part of our Board of Directors and possesses voting rights. This role works closely with all levels of leadership and student volunteers to ensure goals are achieved. This position is responsible for overseeing and maintaining donor relations, social media and marketing, placement support, and other additional needs. This is a volunteer position and will not be compensated.

Essential Duties and Responsibilities:

- Oversees the functions of ISD in order to achieve strategic goals and continuously serve ISD's mission
- Provides leadership to the Board of Directors and Advisory Board; cultivates a positive, collaborative organizational culture for volunteers on and off-campus
- Chairs Board meetings
- Leads volunteers to abide by ISD's mission and vision, while meeting identified goals and objectives
- In collaboration the Board of Directors and leadership teams on campus, ensures the infrastructure is in place to support each dog through training and placement
- Collaborate with leadership teams to align goals with the mission and vision for ISD (i.e. strategic improvements and yearly planning)
- Maintains communication with external entities including, but not limited to, donors of all tier levels, local/state/federal regulatory personnel, legal professionals as pertinent to ISD business and financial representatives as related to veterinarian services used by ISD

Required Qualifications & Skills:

- Prior experience in leadership of a nonprofit organization, including management of individuals and execution of strategic goals
- Excellent verbal and written communication skills
- Experience working and collaborating effectively in an uncertain and dynamic environment

Preferred Qualifications & Skills:

- Immersive experience with the disability community
- Comfortability with holding accountability and follow through of initiatives

Illini Service Dogs

Mobilizing the world, four paws at a time



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- Experience with Slack, Microsoft Office, Monday, and Google Product Suites

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