



## External Affairs Advisor Job Description

The External Affairs Advisor is essential to the establishment and management of relationships between Illini Service Dogs and external partners, donors, organizations and more. This position will work closely with a wide variety of volunteers, including those on the Administrative Board, Executive Board, Advisory Board, and Primary Handlers, as well as individuals or businesses that support the organization. The External Affairs advisor will report mainly to the CEO. This is a volunteer position that will reside within the Advisory Board.

### Essential Duties and Responsibilities:

- Establish and maintain relationships with partners crucial to longevity of Illini Service Dogs, including but not limited to breeders, rescues, shelters, and organizational partners (e.g. The Service Dog Connection, Canine Good Citizen testing partners, ect.)
- Identify and pursue opportunities to form new relationships that align with the long term goals and mission of Illini Service Dogs
- Provide direction, communication, and leadership for acquiring prospective dogs for the program

**Illini Service Dogs**

*Mobilizing the world, four paws at a time*



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- Develop and maintain communication standards for our external partners, including but not limited to, individual donors, businesses, and organizational partners

### Required Qualifications & Skills:

- Experience with Slack, Microsoft Office, Monday, and Google Suite Products
- Excellent verbal and written communication skills
- Experience or desire to maintain professional and intentional relationships between Illini Service Dogs and external entities
- Escalate issues with external relations or barriers to relationships as needed

### Preferred Qualifications & Skills:

- Prior experience with networking in a non-profit organization setting
- Applicable experience maintaining professional relationships
- Prior experience with creating alignment across different groups of people/organizations
- Experience working and collaborating within Illini Service Dogs

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