



Role Description Outreach and Dog Relations Advisor



The Outreach and Dog Relations Advisor is essential to the establishment and management of relationships between Illini Service Dogs (ISD) and external partners, donors, organizations etc.. 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 Outreach and Dog Relations advisor reports primarily 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 critical to ISD longevity, including but not limited to breeders, rescues, shelters and more
- Identify and pursue new opportunities and relationships that align with the long term goals and mission of ISD
- Provide direction, communication, and leadership for acquiring prospective dogs for the program, (i.e. Volhard temperament testing)
- Develop and maintain communication standards for our external partners, including but not limited to businesses, breeders, rescues, and shelters

Required Qualifications & Skills:

- Excellent verbal and written communication skills, and applicable experience maintaining professional relationships
- Experience or desire to maintain professional and intentional relationships between ISD and external entities
- Willingness to learn and master understanding niche areas associated with service dog community, as well as breeder, rescue, and shelter relationships
- Eager to learn how to maintain existing partnerships, as well as learn skills for engaging new opportunities
- Judgement and ability to ask for assistance and feedback on barrier navigation or issues with external partners
- Experience with Slack, Microsoft Office, Monday, and Google Suite Products

Preferred Qualifications & Skills:

- Prior experience with networking in a non-profit organization setting and/or experience within Illini Service Dogs
- Prior experience with creating alignment across different leadership teams
- Experience working and collaborating within Illini Service Dogs
- Experience with the dog community including shelters, rescues, and/or breeder connections

Illini Service Dogs

Mobilizing the world, four paws at a time