

Job Summary

Chief Executive Officer (CEO), Retrieving Independence

About the Organization

Retrieving Independence is a Nashville-based nonprofit that breeds, trains and places service dogs with people who are living with a physical, mental, or emotional disability.

With a unique and ground-breaking model, the Retrieving Independence training program provides counseling services to our inmate trainers. When an incarcerated person is transformed through the support and love of the RI training program, not only do they benefit, but our communities also benefit.

And when our service dogs are placed with their forever person, they change another life!

Overview of Position

The CEO/President is responsible, along with the Board of Directors, for the long-term strategic success of the organization. Managing the growth and financial health of a nonprofit requires the CEO/President to navigate fluidly between daily tasks, with a watchful eye on the future impact of current day decisions. To do this successfully, the role includes the need for internal and external focus, an understanding of the nonprofit landscape, and strong people leadership skills. The ideal candidate will demonstrate an enthusiasm for positively changing others' lives, a capacity for innovative and strategic thinking, and demonstrated abilities to identify people's strengths and to coach those strengths out of them.

Job Responsibilities

- Primary focus is to ensure the organization and its people remain focused on pursuing RI's mission.
- Secondary focus is fundraising – this includes identifying individual donors, corporate donors, and grants to fund key initiatives, writing grant proposals, and managing relationships with major donors.
- Manage local relationships with governmental and private-sector partners.
- Build community presence through relationships with media and volunteer networks.
- Serve as RI's primary contact for [Assistance Dog International](#) (ADI) certification.
- Manage all incoming communications and requests (phone and email).
- Maintain financial records and bookkeeping (currently in QuickBooks and Kindful) in collaboration with the Board's Finance Committee.

Qualifications

Education: College degree (BS/BA, graduate level preferred).

Experience: Minimum of 10 years related experience with a demonstrated ability for strong strategic planning, financial management/fundraising, and the proven ability to lead and develop a team.

Other: Proficient with MS Office software, including Word, Excel, PowerPoint and Outlook.

Additional Information

Benefits

The total compensation package for the role of CEO/President is negotiable, commensurate with education and experience.

How to Apply

Visit the application page [here](#) and then email your resume to applicant@riservicedogs.org

Equal Opportunity Employer:

Retrieving Independence is an affirmative action/equal opportunity employer and provides opportunities to all applicants without regard to race, ethnicity, religion, sexual orientation, gender identity or expression, national origin, age, genetic information, ability, or veteran status. Retrieving Independence strives to prioritize justice, diversity, equity, inclusion, and belonging in all aspects of employment.

Details

- Date Posted: October 30, 2021
- Type: Full-time, with remote work flexibility
- Job Function: Executive Leadership
- Service Area: Health (Physical, Mental)
- Start Date: 01/03/2022