



## **Job Title: Chief Executive Officer**

### **Position Summary:**

Guide Dogs of Texas (GDTX) is seeking qualified applicants for the Chief Executive Officer (CEO) position. The CEO is responsible for successful leadership and operation of an organization that supports the blind community in and throughout the State of Texas. GDTX increases freedom, mobility, and independence for Texans impacted by blindness, through guided sight provided by a professionally bred, raised, trained, and personally matched certified guide dog. The GDTX staff and volunteers are committed to personalized service and lifelong dedication to our clients and their guide dogs.

Guide Dogs of Texas is the state's only breeder, trainer, and provider of guide dogs for blind Texans. The CEO will lead a committed and growing team of 15 staff and 200 volunteers and manage a budget of \$1.7M. The CEO will lead GDTX through Strategic Plan execution; a plan for growth and expansion of satellite locations; a comprehensive breeding program; and fundraising efforts to support each, in partnership with, and accountable to a Board of Directors.

The CEO embodies the GDTX Core Values: Compassion, Honesty, Respect, Support, Engagement, and Team Spirit.

The CEO supports the GDTX Guiding Principles:

- Emphasize our function as a Human Services non-profit that provides guided sight to the visually impaired through the unique capabilities that only a certified Guide Dog can offer.
- Train 100% of our clients in their own home
- All Services are provided for the same cost to the client: \$1.00.
- Sustain client relationship for the life of a Guide Dog Team to maximize their viability.
- Focus on the quality of our certified Guide Dog Teams rather than the quantity provided annually to clients.
- Treat dogs fairly and as individuals.
- Match each client with the right dog. Match each dog with the right client.

### **Duties and Responsibilities of the position:**

#### **Leadership and Culture Management**

- Participate with the Board in developing the vision and strategy to guide GDTX.
- Foster an uplifting culture of joy, professionalism, accountability, diversity, equity, and inclusion.
- Maintain International Guide Dog Federation (IGDF) program accreditation to preserve instructor credentialing and the approved breeding program.
- Nurture the dedication to the mission, where unity, teamwork, collaboration, innovation, learning, and personal improvement are not only expected, but rewarded.
- Actively engage in developing and growing the GDTX team and establish succession objectives to ensure long-term success.
- Empower GDTX team members by delegating authority, responsibility and accountability while keeping a finger on the organization's pulse.
- Maintain oversight of the overall certified guide dog breeding, raising, training, and placement program and ensure support of these dogs from puppy to retirement.

### **Development and Financial Management**

- Efficiently manage GDTX to meet budget and sustained overall operation.
- Develop/raise resources to ensure the financial health of the organization and its plan for growth; Engage with granters, foundations, volunteers, donors, and Board Members.
- Oversee annual financial audit.
- Ensure sound bookkeeping and accounting procedures in compliance with all laws, regulations and best practices.

### **Operational planning, Administration, and Logistics Management**

- Comply with applicable directives, rules, regulations, and legislation from relevant regulatory bodies. Hold self, employees, and staff to the highest ethics within the nonprofit and service dog profession.
- Continuously scan the landscape for emerging technological advances and regulatory changes to identify opportunities for and threats to GDTX and initiate appropriate action.
- Set priorities, targets, and timelines; monitor milestones; interpret complex information; and hold staff accountable to execute the organization's strategic plan, accomplish goals, and meet benchmarks.
- Manage the main HQ and satellite facilities, equipment, and vehicles.
- Implement organizational policies and ensure effective day-to-day operations meet or exceed stakeholder expectations.
- Oversee the growth and expansion of satellite locations.
- Monitor program and service delivery to ensure highest quality and value.

### **Public and Community Relations and Brand Management**

- Represent GDTX as the face and voice of the organization and foster relationships.
- Demonstrate expertise with all forms of community engagement and actively manage the GDTX brand.
- Represents GDTX to the national and international guide dog community
- Establish, maintain, and leverage relationships and partnerships with organizations, foundations, municipalities, and businesses throughout the State of Texas.

### **Education, Qualifications, and Experience:**

- Bachelor's degree in business, nonprofit management, communications, or related field.
- 10 years of leadership experience required, with at least 3 years in mid- to senior-level business or nonprofit management.
- Knowledge of issues facing people with disabilities, especially the visually impaired.
- Knowledge of K9s, their care and training is strongly preferred.
- Understanding of and familiarity with fundraising and grant submission is highly desired.
- Strong organizational skills, including planning, delegating and task management.
- Budget management experience, including creating, analyzing, and reporting.
- Government Relations and policy experience or familiarity.
- Superior partnership building and management.
- Highly motivated, energetic and optimistic.

### **The Chief Executive Officer will have the following personal characteristics and demonstrated competencies:**

- Demonstrated leadership abilities with knowledge of contemporary people and culture management (human resources), financial acumen, problem identification and solution implementation, and project management related to non-profit organizations.

- A keen and practiced strategic thinker with a global view focused on impact and opportunity.
- Effective communicator on multiple platforms who inspires others in authentic ways and personally connects and engages with diverse groups and individuals.
- Ability to maintain focus, dignity, and calm demeanor, even under adverse conditions.
- Familiar with key players in the philanthropic communities within and throughout Texas.
- Familiar with current community and State challenges and opportunities related to disabled and visually impaired individuals.
- General understanding of federal and state legislation and regulations associated with guide dog breeding, training, certification, and accreditation.
- Knowledge of typical office and communications applications and equipment, strategic planning processes, and fundraising.
- Possesses positive, decisive leadership and is trustworthy and ethical.

### **Position Details:**

The CEO position is a regular, full-time, benefits-eligible position. Anticipated start date is about or before January 3, 2022. Annual salary consideration will start at \$85,000, and may be increased commensurate with education, experience, or other factors. A relocation stipend may be available. The position operates in an office environment and routinely uses standard office equipment. The environment places all staff, including the CEO, in the near-constant presence of dogs, as the office serves as the administrative center, K9 nursery, and dog training facility. The CEO is regularly required to walk, sit, stand; use hands to finger manipulate, handle, feel, reach with arms and hands, talk, and hear. The CEO may be asked to lift up to 40 pounds. Travel throughout Texas is required. Evening and weekend work is required.

Applicants for employment in the US must have work authorization that does not now or in the future require sponsorship of a visa for employment authorization in the United States.

If you would like to be considered for this position with GDTX, please submit a cover letter, resume and list of 3 references to [gdtxcareers@gmail.com](mailto:gdtxcareers@gmail.com) by 5:00 pm, Friday, September 24, 2021. Recruitment may close prior to this date if sufficient response is received.

### **Requesting An Accommodation:**

GDTX is committed to providing equal employment opportunities for persons with disabilities or religious observances, including reasonable accommodation, when needed. If you are hired by GDTX and require accommodation to perform the essential functions of your role, you will be asked to participate in our reasonable accommodation process. Accommodation made to assist the recruiting process are not a guarantee of future or continued accommodations once hired.

**Guide Dogs of Texas is an Equal Opportunity Employer. We believe that no one should be discriminated against because of their differences, such as age, disability, ethnicity, gender, gender identity and expression, religion, or sexual orientation.**

**All employment decisions shall be made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status or any other basis as protected by federal, state, or local law.**