



Job Title: PAALS Executive Director

Overview of Responsibilities and Duties: Lead this ADI and AAI Accredited organization in continuing to fulfill its mission of serving people with disabilities and those who serve them through the training and placement of assistance dogs and by providing animal assisted intervention programs. Clients and participants may include children, veterans and adults with a variety of disabilities as well as those who serve people with disabilities. Disabilities served may include autism, traumatic brain injury, cerebral palsy, spinal cord injuries, muscular dystrophy, multiple sclerosis, and post-traumatic stress disorder.

Primary Responsibilities:

- Work with Manager of Training and Interventions to ensure proper training and care of assistance dogs by trainers, support staff, and the volunteers who work with them, in accordance with all ADI and AAI standards and to develop and implement new animal assisted intervention programs as well as monitoring existing programs;
- Work with Development Coordinator to create and implement fundraising and other events, sponsorships, donor development/retention and grant writing;
- Work with Operations Manager to ensure facility and all activities that occur there meet safety and security regulations;
- Manage programs through scheduling, staff evaluations, program reviews, and new program development/implementation;
- Create and hold all PAALS staff, interns and volunteers accountable to agreed upon goals and visions; and
- Report to PAALS Board of Directors through written reports at regular intervals and by attending board meetings.

Secondary Responsibilities:

- Oversight of the breeding/whelping and puppy development program;
- Oversight of the assessment and acquisition of potential canines;



PALMETTO ANIMAL ASSISTED LIFE SERVICES

221 N. Grampian Hills Road, Columbia, SC 29223

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- Work with Development Coordinator to create ancillary materials such as annual reports, End of Year solicitation, brochures, etc;
- Oversight of database management systems, social media sites and website;
- Work with Applicant Review Committee to set up and conduct interviews with potential clients as required and troubleshoot any issues as they may arise from application through canine retirement;
- Participate in “Clients in Waiting” Sessions as needed;
- Present on behalf of PAALS for education, fund raising and other mission-related purposes;
- Conduct and participate in fund raising/marketing opportunities; and
- Develop staff recruitment and retention strategies to ensure sustainability practices.

Physical Demands/Environment:

- Physically active and able to work both indoors and outdoors;
- Ability to use hands, arms, shoulders and legs to assist if needed with cleaning of the environments both indoor and outdoor, care of dogs, and typing on keyboards;
- Ability to work in proximity to cleaning agents and disinfectants and to follow instructions for the use and storage of these chemicals; and
- Ability to lift and move up to 50 pounds of dog and dog food if needed.

Qualifications: Bachelors degree in animal behavior, psychology, zoology, biology, non-profit management, business management or related experience;

- Working knowledge of ADI (Assistance Dogs International) and/or AAI (Animal Assisted Interventions International);
- Computer proficiency in Word, PowerPoint, and Excel programs;
- Outstanding communications skills, both written and verbal;
- Exceptional interpersonal skills;
- High attention to detail;
- Ability to multi-task;
- Ability to work cooperatively and collaboratively in a team environment;
- Ability to stay focused despite numerous distractions and multiple tasks;
- Ability to communicate effectively with all staff, clients, partners, donors, sponsors and members of PAALS Board of Directors;
- Ability to remain professional under pressure and react to changing situations with integrity;

- Clean driving record; and
- Background check.

Job Location: Columbia, SC

Salary: Negotiable

Hours: 40 hours+/week, with flexible schedule.

Benefits: Medical insurance and retirement benefits not included at this time. Many other perks at the discretion of PAALS Board of Directors based on work performance and feasibility.

Interested Applicants please submit resume to jrogers@paals.org or mail to 221 N. Grampian Hills Rd, Columbia, SC 29223, attention Jennifer Rogers, Founding Director.