



# Chief Executive Officer (CEO)

## ***About Dogs with Wings Assistance Dog Society (DWW)***

*Dogs with Wings Assistance Dog Society (DWW) is an accredited charitable organization that breeds, raises, and trains highly skilled assistance dogs in Alberta. This year, we are celebrating 30 years of empowering individuals by partnering our clients with specialized Service and Assistance dogs. We transform lives, one moment at a time, by committing to wellness and support for everyone while advancing the assistance dog sector.*

### **THE OPPORTUNITY**

*As we enter a pivotal stage of strategic growth, we are looking for you to join us as our Chief Executive Officer (CEO) and guide DWW through this exciting next phase. In this hands-on leadership role, you will drive revenue growth, strengthen our external partnerships, and lead our small but high-performing team to help us expand DWW's reach and impact.*

*Reporting to our Board of Directors, you will collaborate closely with our COO and various functional areas to ensure operational excellence, while focusing your efforts on strategy, sustainability, and external engagement.*

*You will serve as the primary spokesperson for DWW, representing the organization at key events to cultivate strategic partnerships and secure donor and sponsorship opportunities.*

---

### **KEY AREAS OF RESPONSIBILITY**

#### **Strategic Leadership & Growth**

- Lead execution of a multi-year strategic plan focused on scaling impact and growing revenue to \$1.8M+



- Guided by a sound strategic plan, develop and execute an effective operational plan to support the organization’s mission and vision.
  - Identify and pursue opportunities for partnerships, innovation, and continuous improvement across the organization.
  - Translate strategy into clear annual priorities, metrics, and accountabilities across the team.
  - Balance growth ambitions with operational capacity and program quality.
  - Enhance organizational visibility and brand awareness.
- 

### **Board Partnership & Governance**

- Report to the Board President, Board Committees, and Board as a whole, providing information, advice, and counsel in the creation of policies, programs and strategic direction for the organization.
  - Facilitate the work of the board and its committees by developing resource materials and providing appropriate information and reports and assisting committee chairs when necessary.
  - Support effective governance, including board engagement, committee work, and reporting on key performance indicators.
  - Bring forward recommendations on strategy, growth opportunities, and organizational priorities.
  - Maintain clear separation between governance and operations while ensuring transparency.
- 

### **Revenue Development & External Leadership**

- Identify funding needs and develop strategies for grants, major gifts, and events to support the operating budget.



- Lead and execute a diversified, long-term revenue strategy, working closely with the Fund Development Team.
  - Cultivate and maintains major gift donors, corporate partnerships, and key funder relationships.
  - Play a visible role in fundraising, storytelling, and advocacy for support.
  - Serve as the public face of the organization, representing it in the media, with donors and partners to maintain a strong, positive image.
  - Attend engagements at facilities with DWW Assistance Dogs, fostering collaborative relationships.
  - Build and maintain relationships with:
    - Government funders (municipal and provincial)
    - Corporate sponsors and community partners
    - Donors and philanthropic stakeholders
- 

### **Organizational Leadership & Team Effectiveness**

- Lead and supports the COO and high performing team to ensure strong day-to-day operations.
  - Establish clear goals, performance metrics, and accountability across all functions.
  - Foster a collaborative, high-performance, and mission-driven culture.
  - Ensure alignment between program delivery, community engagement, and fundraising efforts.
  - Support leadership development within a small but growing team.
-





## **Program Oversight & Impact**

- Ensure ADI standards, animal welfare regulations, and health protocols are strictly followed.
  - Maintain executive-level oversight of programs through the COO and Director of Canine Operations.
  - Ensure programs align with mission, strategic priorities, and quality standards.
  - Support the development of evaluation frameworks to measure impact and outcomes.
  - Balance program growth with maintaining excellence in assistance dog training and placement standards.
- 

## **Financial Stewardship**

- Develop and implement the annual budget in partnership with the COO.
  - Oversee all financial practices and functions including those necessary for auditing, budgeting, financial analysis and reporting, property management, and payroll.
  - Ensure responsible management of resources in alignment with budget and growth goals.
  - Monitor progress toward revenue targets and adjust strategies as needed.
  - Ensure appropriate financial controls, reporting, and compliance are followed.
- 

## **First Year Priorities & Measures of Success**

Success in the first year will be defined by the CEO's ability to:

- Develop and begin executing a clear pathway to \$1.8M in annual revenue.



- Strengthen and diversify funding streams, with measurable progress in major gifts and partnerships.
  - Build a strong, effective working relationship with the Board of Directors, COO and leadership team.
  - Enhance DWW's visibility, brand, and community presence.
  - Establish clear organizational metrics and performance management systems.
  - Strengthen relationships with key external stakeholders, including government and funders.
  - Ensure continued excellence and stability in program delivery during growth.
- 

## ***THE CANDIDATE***

### **Education & Experience**

- Bachelor's degree in business or a relevant field (MBA preferred).
- Five to ten years of senior leadership experience ideally at the Executive Director, CEO, or equivalent level, preferably with a nonprofit organization.
- Demonstrated success in growing revenue and leading fundraising efforts.
- Strong public speaking skills, confidence in media representation, and a proactive approach to identifying and leveraging opportunities to promote and advance the organization's mission.
- Experience working with a Board of Directors in a governance model.
- Proven record of strong community engagement skills.
- Certified Change Management Professional (CCMP) and Project Management Professional (PMP) certifications are assets.
- Demonstrated experience leading teams through growth or organizational transition.



- Expertise in Risk Management.
- Strong financial literacy, including budget oversight and planning.
- Experience managing or partnering with operational leaders (e.g., COO or program directors).

---

### Attributes

- Strategic and **pragmatic**—able to balance vision with execution in a small organization
- Strong relationship builder and **externally oriented leader**
- Comfortable being both **hands-on and high-level**
- Confident fundraiser with the ability to **engage, influence, and ask**
- Collaborative leader who empowers others while maintaining accountability
- High emotional intelligence and sound judgment
- Adaptable and resilient in a **resource-constrained, growth-focused environment**
- Passion for the mission of Dogs with Wings

### **COMPENSATION AND WORK ENVIRONMENT**

The CEO role operates in a professional office environment while working in close proximity to dogs in training. This is a full-time, permanent position requiring flexibility for occasional evenings and weekends related to events and stakeholder engagement. DWW offers a competitive compensation package commensurate with experience, health, dental and wellness benefits, and participation in an employee bonus program.

### Other Requirements

- Criminal Record Check



- Valid Alberta Driver's License and reliable vehicle
- Clean driving record

### ***APPLICATION PROCESS***

To apply, please submit your resume, CV and cover letter to Kim Craig, Board Chair by email at: [Kim@dogswithwings.ca](mailto:Kim@dogswithwings.ca)

We encourage all interested applicants to apply early as we may interview and hire prior to the closing date to meet operational needs. Only those invited for an interview will be contacted. We thank all interested applicants and encourage you to stay connected to the organization.