



Israel Guide Dog Center

Executive Director

Anywhere from Arlington, VA, to Boston, MA



**Israel Guide
Dog Center**
מרכז ישראלי לכלבי נחיה

Background

The organization was formed on the first night of Hanukkah in 1986 when a young Israeli paratrooper named Noach Braun, shared his vision to start a guide dog school with Norman Leventhal z'l, a business owner, Zionist, and lover of Israel. The dream took shape around Norman's kitchen table.

The current Executive Director is Michael Leventhal, Norman's son, who volunteered as the Controller, Database Manager, and Board Member for 23 years before taking over day-to-day operations in 2009. Michael is 65 years old and had intended to retire at 70, but health issues have caused him to move up to retirement to ensure a smooth transition.

Although the organization is very small, they have been successful. They are the only internationally accredited guide dog training facility in the State of Israel. They train guide dogs for people who are blind or visually impaired, provide PTSD Service dogs for IDF soldiers who have experienced service-related trauma, and Emotional Support dogs for children on the autism spectrum. To date, over 1,000 dogs have been placed.

The USA office (located in Warrington, Pennsylvania – 15 miles north of Philadelphia) houses the Executive Director and one part-time staff member. In addition, they employ a firm in New York to act as Fundraising Council. Israel Guide Dog Center is highly rated with Charity Navigator and Guidestar.

Israel Guide Dog Center has a database (Donor Perfect) with 25,470 records. In 2021, 3,734 gifts were recorded and raised just over \$3 million dollars. They have an endowment fund that has \$18 million.

Mission

The Israel Guide Dog Center is dedicated to improving the quality of life of visually impaired Israelis. We provide them with mobility, independence, self-confidence, and companionship through the faithful assistance of guide dogs specially trained in Hebrew to meet Israel's rigorous and challenging environment. Founded in 1991, the Israel Guide Dog Center serves Israel's 24,000 blind and visually impaired citizens and is the only internationally accredited guide dog program in the country.

To learn more, visit <https://israelguidedog.org/>.

Position

Israel Guide Dog Center for the Blind seeks a strategic visionary who understands how to engage and build relationships. This Executive Director will be proactive in outreach to individuals, families, and partners. They will have deep experience in the development space



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and a creative spirit that will excite and engage the Jewish community across the United States.

The Executive Director will act as the CEO of the USA office and will report to the Board of Directors. They will lead a team of 3 professionals responsible for the development, operations, and administration of the organization.

Priorities

- *Be proactive to build relationships and momentum to raise the awareness of the Israel Guide Dog Center for the Blind*
- *Reach out to major donors across the country and find the next generation*
- *Create and hire a remote team to support and expand the vision and mission*
- *Take the time to understand the programs and transition the leadership without damaging the financial stability*
- *Building off the current structure and vision, assess the operations and create a new strategy for the organization*

Responsibilities

Executive Leadership and Management

- Must be passionate about helping people in Israel to achieve independence.
- Fundraising is a very important aspect of this position. All activities should support this goal – either directly or indirectly.
- Set measurable and achievable organizational goals, including a long-range strategy for individual, mid-level, and major donors. Make consistent and timely progress.
- Solicit donors through face-to-face, virtual meetings, telephone, donor-hosted events, etc. Set a goal to call a minimum of three donors per day. Thank them for their past support, explain current programs, and ask for future support.
- Maintain a strong relationship with the CEO, Director of Development, and other staff members at the Center in Israel. Annual visits are required to gather information to share with donors and other constituents. This is also a great way to meet and develop relationships with clients who may come on “friend-raising” visits.
- Liaise with directors of the other “Friends” organizations in the UK and Canada. Attend monthly conference calls to discuss current topics.
- Promote active and broad participation by board members and volunteers in all areas of the organization's work.
- Oversee maintenance of official records and documents, and ensure compliance with federal, state, and local regulations.
- Oversee design and distribution of marketing and promotional materials. Update the website, brochures, and handouts as necessary.

- Review and approve contracts with the assistance of designated board members.
- Oversee daily operations.

Lay Leadership and Board Development

- See that the board is kept fully informed on the condition of the organization and the all-important factors influencing it.
- Communications shall include quarterly board reports and bi-annual conference calls.
- Engage all members and create a leadership pipeline for the Board of Directors.

Development and Communications Strategy

- Cultivate and nurture existing annual donors and major givers. Promote legacy donations along with planned giving and major gifts.
- Meet in person, call, or send video thank you to donors whose gifts are significant. Retain current donors, upgrade donors, if possible, cultivate new donors and reactivate inactive donors.
- Develop a calendar for regular donor communication and oversee the production of Annual Reports, Newsletters, Email blasts, Social Media Posts, Thank-you letters, tax receipts, etc.
- Review and update letter templates annually.
- Be responsible for writing or overseeing and reviewing grant proposals to foundations and major donors. It is important to keep a current record of donor contacts in the CRM system.
- Serve as the face of the organization and actively participate in external events, increasing visibility, credibility, and brand in the market. Develop strategic partnerships to increase community awareness.
- Organize and plan visits from staff and clients with their dogs from Israel. Optimize their visit by arranging one-on-one meetings with major donors, planning parlor meetings in donors' homes, visiting synagogues and Day Schools, and/or promoting events to increase the visibility of the program.
- Supervise Bar/Bat Mitzvah projects (a great way to grow our database organically) and promote lesson plans to Synagogues and Hebrew School programs across the country.

Staff Management

- Be responsible for the recruitment, employment, supervision, and release of all personnel, both paid staff, and volunteers.
- Effectively manage the human resources of the organization according to personnel policies and procedures that fully conform to current laws and regulations. Promote a strong culture and professional development to attract and retain staff.
- Work closely with Fundraising Council and/or create new teams in major cities.

- See that an effective management team, with appropriate provision for succession, is in place.

Financial Acumen

- Be responsible for developing and maintaining sound financial practices, including creating an annual budget and variance report.
- Communicate with Israel to establish the anticipated amount to be budgeted for the coming year.
- Ensure that adequate funds are available to permit the organization to carry out its mission.
- Schedule calls with our investment team and the board's finance committee.
- Be sure State Registration forms are filed annually in each state where it is required (work with a consultant to generate required forms).
- Conduct the official correspondence of the organization, and jointly, with designated officers, execute legal documents.
- Provide for timely response following receipt of all donations.
- Oversee fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies, and administering fundraising records.
- Assist in providing documents for the Annual audit.
- Ensure the charity is working towards the goals of the Center and in line with all strategic objectives.

Qualifications & Skills

- Proven leadership in creating and implementing a clear vision with stakeholders and staff
- Proven experience in growing or expanding an initiative or an organization
- Successful track record of fundraising, stewarding relationships with funders, board members, and foundations
- Outstanding communication skills, including the ability to make a dynamic case for Israel Guide Dog Center in written products and oral presentations
- Strong experience in overseeing the financial management of an organization, including budget preparation, analysis, decision making and reporting
- Excellent management skills that encourage creativity, collaboration, and growth
- Established relationships with major donors interested in Israel and other Jewish causes. Or connections to blindness, soldiers with PTSD and/or children on the autism spectrum.
- Passion, integrity, positive attitude, mission-driven and self-directed.

Salary

\$150,000 (negotiable) – commensurate with experience.

This position description is based upon material provided by Israel Guide Dog Center, an equal opportunity employer.

To apply for this position, please click [HERE](#).

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