**Guide Dogs of the Desert**

Position Open: **Operations & Finance Officer**

Since 1972, Guide Dogs of the Desert (GDD) has made a difference in the lives of individuals who are blind or visually impaired. Over the past 45 years, more than 1400 client/dog teams from around the country have graduated from Guide Dogs of the Desert, enjoying richer, fuller and more productive lives. Attending a 28-day in-residence training program on campus, the blind individual is matched with the highest quality dog that is custom-trained to the individual’s personal needs and home environment – at no cost to the client.

Guide Dogs of the Desert is a $2.24 million, 28-employee service provider to the visually impaired supported by over 200 volunteers who raise puppies for training to be service animals for those in need. All dogs are AKC-registered pedigreed animals who are taught obedience and socialization before their intense specialty training as service animals begins.

Guide Dogs is a 501(c)(3) non-profit organization, totally reliant upon private sector funding.

**THE POSITION**

The Operations & Financial Officer oversees all logistical and business operations for Guide Dogs of the Desert, including budget planning (under the direction of the ED), financial management, information technology, staff development, human resource management, organizational safety, building and vehicle/fleet maintenance, and other program support mechanisms.

**Key Responsibilities include the following:**

* Responsible for human resources functions including recruitment, selection, orientation, training, performance management, compensation, benefits, workers’ compensation, personnel records, payroll, employee relations and compliance with employment regulations
* Coordinates and supervises work activities of direct reports (3 FT staff; 2 PT staff)
* Develops relationships with external vendors, as appropriate, to support the needs of the operation; monitors performance of vendors.
* Provides support to the Board, as needed
* Works with Training Department to identify needs for students while on campus and makes changes as appropriate.
* Works with the department directors to ensure that Safety, Fire and Building Codes are met within each building.
* Oversees vehicle maintenance program.
* Responsible for Security of campus and facilities
* Responsible for Information Technology Systems and works with outside vendor in maintaining efficiency with server and all computers within the organization; schedules all necessary upgrades to identify new technology replacements.
* Maintains the grounds and works with volunteers and vendors to ensure that building mechanisms are working properly and safely.
* Provides support in matters related to budget and expense monitoring; helps directors identify budget items and cost for yearly budget.
* Leadership – Maintains a positive, upbeat role in the company. Promotes and exemplifies organization values, represents departmental objectives and interests to internal and external customers, and is accountable for responsibilities and own actions.
* Customer Service – Follows up on complaints, questions, and concerns; responds to internal/external customer needs in a timely and efficient manner.
* Teamwork - Develops and promotes teamwork and cooperation among colleagues and employees.
* Safety – Demonstrates commitment to a healthy and safe environment and follows all safety and security policies and procedures.
* Flexibility - Adapts to changing policies and procedures, as well as varying deadlines.
* Performs other duties as assigned.

**Administration and Support**

The Operations & Finance Officer supports the Executive Director in the overall administration of the organization, advising and informing Board members and staff, as appropriate.

In conjunction with the Board and with input from the ED and Department Directors, develops the fiscal year budget. The budget proposal is submitted to the Board for approval. Once approved, s/he prudently manages organizational resources to deliver the budget successfully. Also coordinates for on time and accurate annual audit and tax reporting/filing, and provides financial updates to the Board.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or experience**

Bachelor’s degree or equivalent combination of education and experience

Minimum 5 years of experience in position with similar responsibilities

Minimum 5 years of experience in a supervisory capacity

**Required Skills, Abilities, and Knowledge**

Proficient with computer applications including *MS Office Suite (Outlook, Word, Excel, PowerPoint*)

Knowledge of *Paychoice On-line Payroll*

Proficient with *QuickBooks Accounting for Non-Profits*

Knowledge of Database Management (*ABILA/SAGE, or comparable (Raiser’s Edge*)

Knowledge of Network/PC Platforms – Windows Operating Systems

Human Resource Management

Knowledge of employment and financial regulations

Ability to resolve personnel conflicts and complaints

Strong ability to gather, analyze and interpret information

Ability to manage vendors effectively and efficiently

Strong verbal and written communication skills

Knowledge of information technology systems and ability to oversee IT

Time management with multiple priorities

**Required Technical / Certification / Licenses**

Valid Driver’s license; First Aid Certification desirable

**COMPENSATION**

Guide Dogs of the Desert offers a competitive salary plus a comprehensive benefits package.

**CONTACT**

If you are interested in being considered for this important leadership opportunity, please submit a brief cover letter and résumé as attachments via e-mail to: [sclapp@gddca.org](mailto:sclapp@gddca.org).