

**ORGANIZATION:** Puppies Behind Bars

**POSITION:** President

**REPORTS TO:** Board of Directors

**LOCATION:** New York, NY

**INFORMATION:** [Website](#)

**PRESS COVERAGE:** [Forbes](#); [NBC Today Show](#); [Good Morning America](#); [ABC News New York](#); [Press Coverage List](#)

**TO APPLY:** Please send resume and cover letter to [PresidentPBB@pbrsearch.com](mailto:PresidentPBB@pbrsearch.com).

*"I never thought a service dog could open the door to me living my life again."*

– 9/11 first responder

## **BACKGROUND**

Founded over 20 years ago, Puppies Behind Bars (PBB) transforms the lives of [first responders](#), [war veterans](#), and other populations suffering from PTSD, trauma, and other injuries by providing them with service dogs trained by inmates (raisers) at six New York area prisons. The inmates also train explosive-detection canines for law-enforcement.

PBB whelps dogs at their Millerton, NY Early Socialization Center, socializes them until they are eight weeks old, and then places dogs in their intensive training programs at correctional facilities (Otisville Correctional Facility, Bedford Hills Correctional Facility, Fishkill Correctional Facility, Downstate Correctional Facility, Wallkill Correctional Facility, and Edna Mahan Correctional Facility). PBB partners with other organizations and breeders for additional puppies as needed. The programs, in which raisers live with and care for puppies 24-hours-a-day for two years, are led by PBB president and staff and supported by a robust and dedicated cadre of volunteers. As the puppies mature into well-loved, well-behaved dogs, their raisers learn what it means to contribute to society rather than take from it.

To date, PBB has raised and trained more than 1,200 puppies and approximately 3,000 inmates have participated in the program as raisers. The organization has a full-time staff of 12 and an operating budget of \$2.7M. A majority of PBB dogs complete the service-dog or bomb-sniffing training and go on to lead successful and productive working lives. Dogs that don't successfully complete the program are released for adoption.

## **POSITION**

As the organization's dedicated and visionary founder looks toward retirement, PBB seeks a compassionate, committed president with excellent management and interpersonal skills to lead the organization. The ideal candidate will strive for excellence in all things, have a deep love and respect for dogs, and will recognize and be passionate about the transformative power of raising and training service dogs for both the raisers in the correctional system and those who receive the dogs as service companions. In addition, they will have experience in nonprofit, fiscal, board, and volunteer management; exceptional communication skills; and the ability to quickly prioritize the use of time and resources in a complex environment. Experience working in prisons and/or exposure to the New York and New Jersey Department of Corrections is desirable, but not essential.

## **RESPONSIBILITIES**

### **Leadership & Management**

- Build on the organization's best-in-class puppy breeding, training, and placement programs, while maintaining the organization's leadership position in the service dog training community.
- Develop, maintain, and support a committed Board of Trustees; serve as an ex officio member of each board committee; and seek and build board involvement with strategic direction and planning.
- Lead, coach, develop, inspire, and retain the PBB staff team, ensuring they have opportunities for growth while fulfilling their job responsibilities at the highest level.
- Respond to current events that might impact a shift in the demand for service dogs and creatively develop new programs that serve new audiences suffering from PTSD, trauma and other injuries.

### **Fiscal and Operational Oversight**

- Oversee the finances and budget necessary to carry out future plans, maintain strong operations and facilities, and meet improvement needs.
- In conjunction with the accountant, ensure that the fiscal management of PBB is in accordance with GAAP, nonprofit regulations, and ethical codes.
- Manage cash flow and board-approved budget to maintain the organization's four-star Charity Navigator rating.
- Build upon existing systems and create new ones as needed to broaden and improve the impact of programs and volunteer engagement.

### **Dog Training**

- Maintain the highest standards of care for puppies, placed dogs, and retired dogs.
- Place the well-being of dogs above all else and respond immediately to any situation that places a dog at any type of risk.
- Develop and maintain productive relationships with the New York and New Jersey Departments of Corrections to ensure the continuation and smooth operation of prison training programs.
- Oversee the staff at the whelping and socialization facility in Millerton, NY.
- Inspire, cultivate, and support the team responsible for PBB's network of volunteers who are critical to socializing puppies outside of prison.
- Complete training to lead puppy classes for raisers in prisons.

### **Team Training**

- Oversee two "team trainings" per annum, which are 14-day intensives held at a conference center in Westchester County, New York.
- During the trainings, clients are paired and trained with their service dogs; clients are also assessed and, in some cases, sent home without a dog if the training doesn't go well.

### **Fundraising & Communications**

- Working closely with the board and the director of development, serve as the organization's chief fundraiser; maintain existing relationships, cultivate new sources of support, and develop additional revenue-generating initiatives.
- Take the lead in cultivating donors and potential financial opportunities to support the evolution of the organization.
- Oversee communications across all platforms, including print, web, and social media.

## **QUALIFICATIONS**

- A passion for the mission of PBB and a deep love and respect for dogs.
- Sophisticated personal presence, superior interpersonal skills, and a high level of emotional intelligence, with a proven ability to successfully engage with a variety of stakeholders, ranging from donors and volunteers to currently and formerly incarcerated individuals and prison staff.
- A high level of comfort operating inside prisons and within the prison system.
- Experience managing a diverse and geographically dispersed staff, with a particular ability to lead a strong team and inspire them to continued excellence.
- A proven track record of fundraising across all revenue streams including individuals, foundations, corporations, and sponsors.
- Ability to build genuine and lasting relationships with key stakeholders, including staff, board, volunteers, and donors. In addition, the president must continue to build on robust and productive relationships with the New York and New Jersey Departments of Corrections.
- Ability to set high standards for trainers participating in the program, demanding excellence regardless of setting, background, personal story.
- Excellent written and verbal communication skills.
- Experience speaking publicly to a variety of audiences in a range of settings.
- Excellent judgment and high ethical standards.
- Ability to creatively and effectively solve problems, often on the fly.
- A willingness to be bold and take risks in relationship to the fulfillment of the organization's mission.
- Knowledge of nonprofit structure/management, fundraising, volunteer management, state and federal regulations, financial reporting, and ethical standards.
- Availability to travel weekly to Millerton, NY and the participating prisons, in addition to teaching weekly in prisons. Some evenings and weekends are required for events; the president must be available to respond to issues related to the welfare of the dogs 24/7.
- Bachelor's degree required.
- Experience training dogs is not required; this president will be trained by the organization.

*Puppies Behind Bars is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, Puppies Behind Bars will provide reasonable accommodations for qualified individuals with disabilities.*