



## EXECUTIVE DIRECTOR

### ABOUT HELPING HANDS [www.monkeyhelpers.org](http://www.monkeyhelpers.org)

For more than 40 years, Helping Hands: Monkey Helpers for the Disabled, Inc. has raised capuchin monkeys to be loving companions and dexterous helpers for people whose mobility is severely impaired. Helping Hands has placed more than 160 monkeys with recipients and has celebrated the increased independence, joy, and hope that recipients gain from the human-animal bond.

Throughout its long history, Helping Hands has benefitted from a highly dedicated and professional staff supported by an actively engaged and committed Board of Directors, and a cadre of long-time donors. As a result of changes made to the Americans with Disabilities Act (ADA) in 2011, monkeys have lost their designation as service animals. This has led to significant challenges in obtaining the necessary permits to place monkeys with recipients. The organization is currently prohibited from placements in 24 states and cannot foster monkeys in 38 states. As a result, Helping Hands has shifted its focus to providing a home for the monkeys as they enter the post-service phase of their lives through a renovation of their training center into a long-term care facility.

Helping Hands, located in Boston, MA, is seeking an energetic and creative Executive Director to lead the organization as they reshape and redirect the strategic vision to providing life-long care to its service monkeys.

### Key Facts

- 11 full-time staff
- \$1.3 million budget
- 112 capuchin monkeys

### Mission

Established in 1979, Helping Hands: Monkey Helpers for the Disabled is a national non-profit organization that raises and trains capuchin monkeys to provide daily assistance to people living with spinal cord injury or other mobility impairments. Helping Hands supports each service monkey and his or her human partner during their many years together through interactive mentoring of each placement, and close supervision of the monkey's behavioral, nutritional and veterinary needs. Relying on private contributions, Helping Hands provides these specially trained service animals and their lifetime support free of charge to our recipients.

### Visit



## THE POSITION

The Executive Director is responsible for the overall management of the organization including staff leadership, financial planning and operations, collaborating with the Board of Directors, and serving as the public face of the organization in the media and other public venues. As the strategic and operational leader of the organization, the Executive Director reports to the Board of Directors, manages a staff of eleven full-time employees, and works to realize the needs of the organization's service monkeys as represented by the Director of Monkey Care.

The Executive Director will lead a dedicated staff and partner with volunteer leadership to guide the organization through a transition in mission focus that concentrates on providing a post-service home for the aging monkeys in its care. This transition will require a new branding and communications strategy, ensuring that the messaging shifts to match the new vision.

Working closely with the Board and staff, the Executive Director will develop a new branding and communications strategy and implement fundraising efforts that support Helping Hands' annual operations. The Executive Director will play a key leadership role in a capital campaign effort to renovate the training facility into a space that will accommodate the monkeys' lifelong needs, which is currently in the silent phase. It will also be important to assess the organization's long-term goals and explore opportunities to expand the mission.

The ideal candidate will bring prior experience leading an organization through significant organizational change. Expertise in fundraising, staff management, financial planning, and communications will be necessary for success. Prior capital campaign experience will be an asset.

## MAJOR OBJECTIVES

Within the first 12 to 18 months, the Executive Director will achieve these major objectives:

- Work collaboratively with the Director of Development and board leadership to advance the capital campaign effort.
- Establish strong relationships with members of the Board of Directors and important constituents.
- Manage the organization through a transition period that includes rebranding and communicating the organization's story in a way that is compelling to new and existing donors.



## RESPONSIBILITIES

The Executive Director will have the following primary responsibilities:

### Strategic Oversight

- Work cooperatively with the Director of Development, the Board of Directors, and others, to design and carry out a capital campaign to renovate the training facility.
- Provide leadership and participate with the Board and key staff members in ongoing development of Helping Hand's mission as needed to adapt to the changing needs of the clientele, the service monkeys, and all mission-related aspects of the organization.
- Coordinate and participate in formal strategic planning activities.
- Oversee implementation and timely progress of the objectives of the strategic plan.
- Work collaboratively and proactively with professional advisors and services to be aware of and strategize responses to potential changes in legislation that could impact the organization's mission and operations. Design and recommend response strategies for consideration by the Board of Directors.
- In partnership with the Strategic Planning Group, explore and develop potential strategic partnerships to enhance opportunities to achieve Helping Hand's mission and goals.

### Financial Planning

- Work with the Treasurer, Board Finance and Audit Committee, and senior staff to prepare a comprehensive annual budget and associated planning documents.
- Work with a bookkeeper to manage the operating budget throughout the year and ensure that all income and expenditures are properly recorded and kept within budget guidelines.
- Work collaboratively with key staff and volunteer leaders to develop and execute fundraising strategy.

### Management

- Maintain all daily administrative and monkey-related operations.
- Oversee human resource functions, including performance reviews and professional development plans, oversight of other managers, development and implementation of personnel policies and other personnel management duties.
- Prepare and present periodic status reports to ensure that Board members and key stakeholders are apprised of all relevant operating and strategic information in a timely way.



- Work cooperatively with the Director of Monkey Care to ensure that the monkey care programs are operating effectively, and that all standards for monkey care are fully supported and achieved.
- Ensure that Helping Hands continues to meet all legal requirements at the federal level and in relevant states for its mission and fundraising activities.

### **Fundraising and Partnerships**

- Build, sustain and enhance positive, cooperative, and productive strategic relationships with key stakeholders.
- Work cooperatively with the Director of Development and Board Development Committee to implement fundraising focus, strategies, and activities to increase donor support.
- Collaborate with the Board to lead solicitations to grow the budget in line with expense forecasts.
- Serve as the face of Helping Hands to community partners, organizations, major donors, and at conferences and other community/fundraising events.

### **Marketing and Communications**

- Help strengthen the marketing/outreach strategy to increase awareness of the program and its impact.
- Work with Board and the Director of Development to communicate the story of Helping Hands to stakeholders.



## QUALIFICATIONS

The ideal candidate will possess most of the following qualifications:

- A minimum of five to seven years of senior nonprofit management experience.
- Prior experience with nonprofit fundraising and a high level of comfort in cultivating relationships with prospective donors; the ability to expand the potential donor base to new supporters
- Proven ability to lead, motivate, inspire, and communicate a shared vision to all staff and volunteers.
- Solid understanding of best practices for nonprofit organizations and a strong financial acumen, with the ability to provide fiscal stewardship and oversight for a \$1.3 million operating budget.
- Demonstrated success in developing and implementing strategic plans, and in tracking to both short- and long-term goals.
- Excellent interpersonal skills, positive attitude, and a collaborative leadership style with both staff and volunteers.
- Excellent communication skills both verbal and written, the desire and presence to serve as a key external face for Helping Hands nationally.
- A commitment to the evolving mission of Helping Hands that will focus on animal care.
- The ability to effectively interact with individuals and groups with diverse interests, skills, and backgrounds.
- Demonstrated success in guiding an organization through significant transition.
- A healthy sense of humor and positive attitude.
- A deep love for animals and their long-term well-being.
- Belief in the positive outcomes of the human-animal bond.
- A bachelor's degree business, nonprofit management, or related fields is required; an advanced degree or other professional certification would be an advantage.



## APPLICATION

Helping Hands has retained Campbell & Company to conduct this search. The team for this project includes: Kris McFeely, Daniel Fissinger, and Angèle Bubna. To be considered for this opportunity, please send a letter of interest and resume to:

### ANGÈLE BUBNA

Associate Consultant, Executive Search

[Angele.Bubna@campbellcompany.com](mailto:Angele.Bubna@campbellcompany.com)

(312) – 896 – 8883

Helping Hands: Monkey Helpers for the Disabled Inc. is an equal opportunity employer.



1 East Wacker Drive, Suite 2100  
Chicago, IL 60601

All decisions regarding any terms or conditions of employment (including, without limitation, recruitment, selection, placement, employment, compensation, advancement, discipline, and termination) are made solely on the basis of merit, abilities, performance, qualifications, or other non-discriminatory criteria. No person shall be discriminated against in employment because of that person's race, color, religion, gender, sexual orientation, marital status, age, national origin, ancestry, veteran status, military status, mental, or physical disability unrelated to the ability to perform the essential job functions, or any other legally protected status.