

VACANCY ANNOUNCEMENT

Volunteer Executive Director

PET International, Inc.

Position Title: Volunteer Executive Director

Job Description: See below

Reports to: 12 Member Board of Trustees, PET International, Inc.

Salary: Volunteer Position. PET International pays **appropriate** office and travel expenses

Time Commitment: Half Time to full-time as needed

Job Type: Not for Profit – Charitable Health Care for those in need of Mobility in developing countries

Manages Others: Volunteer and paid staff

Organizational Budget: \$75,000 to \$100,000

Post Date: August 1, 2012

Closing Date: August 31, 2012

Organization:

PET International, Inc. is an international nonprofit organization with staff operating from their home offices. PET International's (PI) **mission** is to reflect the love of Jesus Christ by bringing the gift of mobility and dignity to those in developing countries who are unable to walk.

PET International collaborates with PET Affiliates who produce the PET vehicle (a rugged off road capable wheelchair) and our Distribution Partners who receive and distribute the PET free of charge to the recipient within developing countries. PI's goal is to distribute the PET vehicles to those needing a more rugged and durable mobility solution than a normal wheelchair. In 2011 about 5,000 PETs were produced and distributed.

PET International has a unique covenant agreement relationship with PET Affiliates. Each PET Affiliate is an independent 501(c)(3) nonprofit organization. PI reviews and certifies each PET Affiliate upon their achieving the ability to manufacture the PET to required quality standards. PI collaborates with PET Affiliates as needed to identify, certify, and coordinate with Distribution Partners.

The PET ministry began with a dream of Larry and Laura Hills, missionaries in Zaire (now Democratic Republic of Congo) to find a rugged vehicle for those in need of mobility living in the most rural areas of the world. Mel West in Columbia, Missouri took this dream and worked with Earl Miner who had design experience and in 1995 began producing PETs in Mel West's garage. As the ministry grew to several production sites (now called PET Affiliates), it became

obvious that an umbrella organization was needed to ensure consistency and quality in production and distribution of PETs. In 2004 when annual production was about 1,000 PETs, PET International, Inc. was founded. The overall PET effort has grown to the current 20+ Affiliates producing about 5,000 PETs/year with a total of over 31,000 PETs distributed since 1995 in 95 countries.

HOW TO APPLY

Submit Application via Email: ved@petinternational.org Please send cover letter, resume, and references to this email address. PET International, Inc. is an equal opportunity employer.

For other contact information:

PET International, Inc.
Jim Wrinkle, Chair, Board of Trustees
(office) 417-678-6550
(cell) 417-440-1270

Volunteer Executive Director Job Description

PET International, Inc.

PET=Personal Energy Transportation

Key Responsibilities:

WORKING WITH VOLUNTEERS

A key aspect of the position is the ability to work with extensive volunteer staff, volunteer supporters, and volunteer board members from many backgrounds and walks of life to communicate with and inspire them to prepare PI for the necessary growth to best fulfill its mission. Additionally, the Volunteer Executive Director (VED) will also work with our highly committed staff members, Director of Operations, Treasurer, Legal Consultant, Recording Secretary, and Advisory Board to ensure PI delivers services to efficiently fulfill PI's mission.

FUND-RAISING AND DEVELOPMENT

As noted above, PI is experiencing considerable growth in Affiliate development and PET production. It faces the considerable challenge to develop a fund-raising and development function to support such growth. The VED will assume leadership with the Board to transform

PI into a financially sustainable nonprofit organization growing in its ability to fulfill its mission. The VED will demonstrate leadership in growing PI to raise funds via such appropriate mechanisms as grant applications, donor relations, and events to provide sufficient revenue for PI's ability to fulfill its mission. The VED will need to have extensive experience in nonprofit management and administration to promote and cultivate this required transition.

FINANCIAL MANAGEMENT

The VED requires extensive financial management ability to work with the Board and Staff to monitor and provide financial leadership for budget development in consideration of satisfying ongoing operations and supporting the strategic plan.

PERSONNEL MANAGEMENT

The VED also includes management responsibilities of recruiting, supervising, and motivating both paid and volunteer staff in conjunction with the Board of Trustees' Personnel Committee.

WORK WITH BOARD OF TRUSTEES

The Board of Trustees requires a VED who knows how to facilitate the expertise and passion for PET of each Trustee. Additionally, the VED works with each Standing Committee: Nominating, Standardization, Long Range Planning, Finance, and Personnel to help fulfill the goals and strategies for the future.

The VED reports to a volunteer Board of Trustees.

Ideal Candidate:

The ideal candidate should be a committed Christian and able to be passionate about the PET ministry, its ecumenical outreach, and its mission.

The ideal candidate should have a minimum of ten years relevant leadership experience preferably at a nonprofit organization. The ideal candidate will welcome the opportunity to make a considerable difference to the world through this position.

The ideal candidate will realize the high commitment level needed to lead PI through this next 3-5 year period of extensive growth.

The ideal candidate will have a proven track record of successful fund-raising, and successful volunteer collaboration to achieve high goals. The ideal candidate should possess strong people skills given the wide range of people involved in this ministry, from interacting with workshop volunteers to developing donor relations, to establishing professional relationships with others dedicated to mobility issues.

The ideal candidate will energize the organization, and be a visionary with the ability to develop and implement a growth strategy through effective communication, time management, delegation, and facilitation.

The ideal candidate will have experience leading nonprofit organizations, building consensus, and interacting with boards of directors and trustees.

Given PI's involvement in many countries, the ideal candidate will be able to travel internationally as required.

Requirements / Minimum Qualifications:

- Bachelors degree, with preference for postgraduate degrees or acceptable extensive experience
- 10+ years of relevant nonprofit or other professional/leadership experience
- 5+ years of supervisory management experience
- Proven fund-raising ability and experience
- Ability to travel internationally several times per year
- Proficiency with basic office technology, including Internet and Microsoft Office applications
- Passion for PI's mission to serve the mobility disabled in developing countries