



SWIFTSURE RANCH

Horses Changing Lives

JOB TITLE: Executive Director – Salaried Exempt

REPORTS TO: Board of Directors

SUPERVISES: Program Manager
Office Manager
Ranch Manager

SCOPE OF RESPONSIBILITY:

- The Executive Director (ED) is a proven leader who holds a position of high visibility and responsibility within the organization and the Wood River community. He/She must be thoroughly committed to the Swiftsure Ranch Therapeutic Equestrian Center (Swiftsure) mission, vision and priorities as established by the Board of Trustees. Responsible for ensuring that all PATH Premier Center Accreditation standards and policies are maintained. She/he must demonstrate nonprofit best practices for a “healthy” nonprofit in Governance, Fundraising and Financial Management, Communication and Relationships, Planning, Technology and Administration, Management and Culture.

PREFERRED QUALIFICATIONS:

- Bachelor's degree
- Five or more years with senior nonprofit management experience
- Transparent and high-integrity leadership
- Experience with developing fundraising plans including fundraising strategies (events, direct mail etc.) and donor acquisition, engagement, and retention.
- Hands-on budget management skills including managing/developing internal controls governing financial operations, budget preparation, analysis, decision making, and reporting.
- Excellence in organizational management, delegation skills and establishing work culture
- An understanding of ranch management and operations including evaluation systems to measure and evaluate the effectiveness and impact of programs and services.
- Proven and successful record of recruitment and supervisory skills for both paid staff and volunteers. Ensures staff and volunteers have clear job descriptions and the resources to carry out their duties.

- Strong written and oral communication skills
- Demonstrated ability to maintain a work environment that is empowering, safe, fair, and supportive.

GENERAL RESPONSIBILITIES, including but not limited to:

Board of Directors

- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions
- Attend all Board meetings and function as a link representing staff interests to the Board and vice-versa
- Assist in identifying and recruiting board leadership

Financial

- Responsible for the fiscal integrity of Swiftsure including submission to the Board of a proposed annual budget and monthly statements which accurately reflect the financial condition of the organization
- Responsible for fiscal management that operates within the approved budget, ensures maximum resource utilization, and maintains the organization in a positive financial position
- Responsible for working with the Board Development Committee on fundraising and developing other resources necessary to support Swiftsure's mission
- Work with major donors to steward their interest in and support of Swiftsure

Organizational Mission

- Responsible for implementation of Swiftsure's programs that carry out the organization's mission
- Develop partnerships with other nonprofits in the community to provide services consistent with Swiftsure's values
- Cultivate relationships with participants, families, and volunteers to sustain and build a compassionate, caring, and supportive community
- Responsible for the enhancement of Swiftsure's image by being active and visible in the community and by working closely with other professional, civic, and private organizations
- Serve as Swiftsure's chief spokesperson within the community

Organizational Operations

- Responsible for the effective administration of Swiftsure's operations including workplace policies and procedures, comprehensive employee handbook, hiring, code of conduct, disciplinary actions, paid time off, annual performance reviews etc.
- Creation of an employment environment that recognizes and supports the value of quality, integrity, accountability, open communication, and professional growth
- Coordinate and administer office and record-keeping functions, including maintaining business records, contracts, promotional materials, employee handbooks and event calendar
- Responsible for ensuring that all PATH Premier Center Accreditation standards and policies are maintained
- Maintain a working knowledge of trends in the Equine Assisted Activities and Therapies (EAAT) professional community