

THERAPEUTIC RIDING, INC.
Opening for Executive Director

Therapeutic Riding Inc., (TRI) is a 501(c)(3) non-profit organization, which for over thirty years has been providing children and adults with disabilities with the opportunity to experience the joy and therapeutic benefits of horseback riding. We are seeking a full-time Executive Director to lead the program, which operates from a state-of-the-art equestrian facility built in 2010 in Ann Arbor, Michigan. The ED serves as the chief executive officer of the organization and reports directly to the Board of Directors. Responsibilities include management of operations and staff, fundraising and development, budget management, and oversight of day-to-day activities. The ED is TRI's public face and spokesperson.

DUTIES AND RESPONSIBILITIES

Operations

Oversees all operational functions. Evaluates, supports and makes recommendations to expand or modify programs, services, facilities and procedures as required to meet changing needs of the community and program participants. Responsible for establishing and maintaining organizational policies and procedures, including updating and revising them as appropriate. Keeps the Board of Directors advised of issues that affect the organization.

Fundraising and Development

Responsible for financial growth and sustainability of the organization. Develops and implements a comprehensive fundraising plan to secure adequate funding to support the mission of the organization. Oversees planning and execution of all fundraising events and activities to ensure that goals are met. Actively identifies and cultivates new individual, corporate and community donors and maintains relationships with existing donors to ensure broad-based support. Identifies, prepares and submits grant and foundation funding applications to generate funds.

Human Resources

Recruits, supervises, and inspires staff to work as a highly effective team. Leads and empowers staff in implementing high quality programs and services. Models, promotes and maintains a supportive and respectful culture among TRI's staff. Manages all human resource functions, including hiring, training, work planning and performance evaluations.

Financial Management

Prepares and manages annual \$400,000 budget and conducts financial oversight, with timely, accurate reports to the Board. Ensures that the organization maintains an accurate accounting system, appropriate internal controls and conscientious grant management.

Mission and Goals

Leads the execution of TRI's mission, vision, goals and strategic and long-range plans as established by the Board of Directors.

Community Relations

Represents TRI in the community. Demonstrates effective communication skills to increase public awareness of TRI's programs. Expands the use of social media to promote TRI's public profile. Communicates effectively and professionally about the work of the organization with a broad range of stakeholders, including the Board, staff, volunteers, clients and their families, donors, foundations, community members, media, and program partners.

QUALIFICATIONS

Applicants should have a four-year degree and at least three years of management experience, preferably in a non-profit organization. Most important, applicants must have sound judgment and high ethical standards, combined with an enthusiasm for, and commitment to, working to benefit children and adults with disabilities.

SALARY

\$55,000 to 63,000

To apply: Email resume and cover letter to Therapeutic Riding Inc., at anemura@geosyntec.com.