



Rocking Horse Ranch Job Description

Executive Director

Generally:

The Executive Director (ED) is the chief executive of Rocking Horse Ranch (RHR) and, as such, is responsible for the general and fiscal leadership, as well as management of the entire organization, including programs, partnerships, fundraising, budgets, personnel, volunteer recruitment, and external relations. Above all, the ED is charged with advancing the mission and goals of the organization in a fiscally sound manner. The ED is a leading role, working closely with the Board of directors and staff, in developing and articulating the strategic direction of the organization and in implementing the resulting strategies and initiatives.

Supervision:

The Executive Director (ED) is under the supervision and direction of the Rocking Horse Ranch (RHR) Board of Directors, reporting to the President. With overall strategic and day-to-day operational responsibility for RHR, the ED supervises all full-time and part-time staff.

Description of Responsibilities and/or Essential Functions:

The following list is illustrative and is not intended to describe every function that may be performed to this job. The omission of specific statements does not preclude the Board of Directors from assigning specific duties not listed, if such duties are a logical assignment to the position.

1. Operational Management

- Maintain expert familiarity with all aspects of Rocking Horse Ranch (RHR) its history, culture, operations, and constituents.
- Establish and maintain the general administrative processes and operating procedures to manage the day-to-day operations of RHR. Keep accurate and organized files on all RHR contracts, official correspondence, bank records, tax filings, donations, and any other documentation.
- Oversee RHR's budgeting and financial controls, taking into consideration the financial implications of developing new programming and enhanced operations. Operate within a balanced budget, collaborating with the RHR Treasurer so forecasting is based on sound assumptions.
- Oversee the Barn Manager and support the maintenance, rehabilitation, and any possible future construction of RHR's facility; on schedule, within budget, and with the requisite standards of quality.
- Ensure RHR remains in good standing with all relevant accreditation organizations. Collaborate with the Program Director to make sure specific programs operate in compliance with requirements associated with the Professional Association of Therapeutic Horsemanship International (PATH International).
- Promote a culture of excellence and flawless execution in all RHR activities and at all levels within the institution.

1. Operational Management (Continued)



- Manage a talented staff and promote a culture that rewards initiative, accountability, and collaboration. Work with Board to develop semi-annual evaluation metrics for all paid personnel;
- Oversee all current fund- and friend-raising activities. Determine short-term and long-term development needs in the context of the RHR's strategic goals and empower staff's efforts to achieve them. Proactively cultivate individual and institutional supporters, taking regular steps to ensure all RHR patrons see value in their continued support of the organization;
- Oversee all grant-writing efforts that generate both short- and long-term revenue for RHR, including finding new opportunities to apply and maintaining previous grants.
- Generate an annual report at the conclusion of every fiscal year to bolster transparency and improve accountability to RHR supporters and the community at large.
- Participate in the scholarship evaluations and selection committee

2. Annual Operational Fundraising for Rocking Horse Ranch (RHR)

- Oversee all annual and long-term fundraising and friend-raising activities.
- Working with metrics developed in conjunction with the Board, expand the overall number of contributors to RHR annually, always looking for opportunities to develop new community partners and relationships.
- Maintain strong, healthy relationships with existing donors to make sure patrons see the value of their financial support year to year. Keep track of all comments, issues, and other feedback in a way that can be easily evaluated by staff and/or the Board of Directors.
- Design and implement a dynamic schedule of fundraising events that meets the needs of a diverse community and supports the annual budget. The development calendar should be presented for final approval in June, prior to the beginning of the new fiscal year. Total event revenue should grow at a percentage determined at the beginning of the year by the Board.
- Oversee all gift receipts and acknowledgements that go toward supporting the annual budgets, including making sure donors receive thanks for each contribution and tax-related documentation.
- Create and maintain RHR's dynamic donor database to keep updated donor contact information, giving history, and evaluate financial support over time.
- Where appropriate, secure financial grants to support the operational and/or programmatic needs of RHR.

3. Volunteer Recruitment

- Expand the pool of reliable RHR volunteers annually by a reasonable percentage determined in conjunction with the Board of Directors prior to the beginning of every fiscal year.
- Working with other staff, ensure all volunteers are not "lost in the shuffle" and are effectively integrated into RHR plans and procedures through appropriate training. Delegate training responsibilities for volunteers to relevant RHR staff where appropriate.

4. Community Relations



- Develop compelling ways to promote RHR activities to its user base and increase the appeal of RHR to both new potential supporters and the greater community;
- Aggressively advance and broaden RHR's educational and community outreach; continue to encourage technological advances and innovative initiatives that will appeal to new audiences;
- Represent RHR at various public and private meetings. Maintain and enhance the image of the RHR through public appearances for both public relations and fundraising;
- Improve communications and transparency among staff and leadership to foster greater collaboration both internally and externally. Practice an inclusive approach to community outreach that values and engages key stakeholders and volunteers.

5. Board Relations and Governance

- With ongoing Board approval, set the short- and long-term strategic direction of RHR;
- Forge a strong working relationship with the RHR Board of Directors and its leadership. Understand its members' strengths and bring forth their best ideas, efforts, resources, and contacts;
- Foster a relationship with all Board Directors marked by open communication and responsiveness to issues affecting the operating health of RHR.
- Encourage all Board members to participate actively, working to ensure an effective committee structure and find ways to appropriately engage board members.
- Working with the Board President, work to make sure the transition time for new board members is minimized (e.g. orientation, etc.).

Qualifications:

- Graduation from an accredited college or university. The attainment of an applicable advanced degree (Public Administration, Special Education, etc.) or other commensurate degree is ideal, but not required.
- A minimum of three years progressive, professional experience in a relevant field/profession, including at least two years with some degree of supervisory responsibility.

Compensation:

Salary is commensurate with experience.

To apply, please send a resume to Karsin@jennikjewelry.com.