

## **Southern Delaware Therapeutic Riding Seeks Executive Director**

***If you are interested in leading an organization that offers a unique therapeutic service to children and adults with special needs, we want to hear from you. You need to be an effective, self-directed and entrepreneurial leader. We are seeking an individual with strong fundraising and leadership skills to successfully implement the mission and programs of Southern Delaware Therapeutic Riding (SDTR) as we continue to grow and move forward. Salary \$75K - \$100K for strong candidate.***

**Our Mission: To improve the physical and emotional well-being of children and adults living with disabilities through equine assisted therapy in a supportive environment for riders and families.**

At SDTR, we strive to improve the quality of the lives of our participants and their families through therapeutic horseback riding and other equine-assisted activities. Through respectful partnerships with our horses, we create an environment that promotes a life of inclusion, respect, growth and independence.

Founded in 1988, SDTR enjoys an excellent reputation for providing outstanding equestrian therapy programs for individuals with a wide range of challenges residing in Sussex County, Delaware, and the surrounding counties. SDTR is a 501(c)(3) not-for-profit organization located in Milton, DE and is a Premier Accredited Center of the Professional Association of Therapeutic Horsemanship, Int'l (PATH, Int'l). SDTR is an organization heavily supported and powered by volunteers with an annual operating budget of \$372,000. In 2019, over 170 children and adults with special needs were served by SDTR. We are quickly rebuilding the number of participants in the wake of our suspension of in-person lessons during the peak of Covid-19. SDTR provides weekly private and semi-private lessons as well as special programs for veterans and local schools.

### **POSITION OVERVIEW**

We are seeking to hire SDTR's first Executive Director, who will be the chief executive staff position, reporting to the Board of Directors through the President and Executive Committee. The primary responsibility of this position is to provide leadership and resources to successfully implement SDTR's mission.

General Responsibilities include:

1. Resource Development – The primary responsibility of the Executive Director is that of increasing and diversifying revenue sources and securing the financial resources necessary to accomplish the mission and goals of SDTR. This position will be responsible for conducting and overseeing all fundraising activities and events, maintaining current donor and grant sources and prospecting and obtaining additional grants and individual, corporate and major gifts. These efforts will include but are not limited to, creating the annual fundraising plan, conducting and overseeing special events/fundraisers, grant writing, coordinating the annual giving campaign, conducting a capital campaign, and individual and corporate donor development, stewardship and retention. This position will oversee the donor recognition activities and ensure that accurate fund-raising records are retained in accordance with applicable laws and regulations. In addition, the Executive Director will be responsible for maintaining detailed records of all fundraising plans, events and campaigns, current, new and prospective grant sources and current, new and prospective donors.
2. Executive Leadership - The Executive Director will assist the Board of Directors in fulfilling its governance functions and work with volunteers and staff to establish and oversee implementation of the organization's mission, vision and strategic priorities. In addition, the Executive Director will assist with the coordination of board functions and activities to ensure that objectives are met. The Executive Director will assist the board in recruiting and training new board members.
3. Fiscal Oversight – The Executive Director will manage the organization's resources within the budget according to the laws and regulations for not-for-profit organizations. This position will assist in preparation and implementation of financial planning, including the development of annual budgets, to provide for a sustainable organization; working with the Treasurer, assure the timely preparation of accurate periodic financial statements and provide the Board with financial data when requested.

4. Community Relations – The Executive Director will serve as the key public spokesperson for the organization, promoting the mission and programs in a passionate, positive manner to the community and the media. They will build a leadership role in the community, continually building SDTR's visibility through media channels, speaking engagements and participation in associations and clubs.

5. Administrative – The Executive Director will provide general oversight of the organization's operations and is responsible for all administrative operations. The Executive Director will ensure the quality standards for the agency, its facilities and its programs and services are maintained. The Executive Director will ensure that SDTR maintains and complies with all necessary business requirements that include: annual PATH Premier Center Accreditation, Policies and Procedures requirements; insurance policy renewals and securing of special event insurance; state and federal requirements; grant compliance; etc. The Executive Director will be responsible for detailed record keeping of all administrative work.

In addition, the Executive Director will work closely with paid administrative staff and will participate in recruitment, hiring, training, managing, coaching and terminating existing and new administrative staff when appropriate. The Executive Director will maintain a climate that attracts, maintains and motivates a diverse team of top quality people.

**Employment Pre-requisites:**

1. Experience in a senior executive management capacity in the non-profit sector. Executive or senior volunteer leadership experience in a social services agency is highly desirable.
2. Demonstrated success in fundraising, including experience with event planning and successful execution, capital campaigns, grant writing, donor development and major gifts solicitation. Familiarity and established relationship with local, regional and national funding sources is highly desirable.
3. Demonstrated business acumen and a strong understanding of finance.
4. Strong management and people skills with a successful track record in attracting and retaining top talent and building a solid team. Must have a deep understanding of the role that gratitude plays when working with a mostly volunteer powered organization.
5. Knowledge of the needs of people with disabilities is desirable but not required.
6. An understanding or experience with horses and occupational and/or physical therapies is desirable, but not required.
7. A Bachelor's degree is required and an advanced degree is highly desirable.
8. Strong computer skills including proficiency in Microsoft Office applications required.

**Personal Characteristics:**

The successful candidate must possess the following attributes and characteristics:

1. A commanding presence and excellent public speaking skills; must be able to effectively convey a passion for improving the lives of people with disabilities through unique and innovative therapeutic services.
2. An entrepreneurial leader with abilities to develop and implement sound strategies.
3. The emotional maturity to lead an organization through change and growth.
4. Strong business and financial analytical and decision-making skills.
5. Excellent written and verbal communication skills, including the ability to communicate effectively and tactfully with a wide variety of constituents.
6. The ability to engage a wide variety of people to support the work of the agency.
7. Driven to succeed and committed to personal accountability for deadlines and goals.
8. Excellent personal organizational skills with the ability to effectively prioritize and direct the flow of multiple projects and tasks simultaneously.

This is a full time (40+ Hrs/wk) salaried position. 2 wks paid vacation/yr

**APPLICATION INFORMATION:**

If you are qualified and interested, please send a cover letter, resume and salary requirements to [SDTRSaddleUp@sdtrhr.com](mailto:SDTRSaddleUp@sdtrhr.com). Only applicants who indicate a desired salary will be considered.

All inquiries and resume submissions will be treated as confidential.  
For more information about SDTR see [www.SDTRHR.org](http://www.SDTRHR.org).