

North Country RIDE
Executive Director Job Duties (February 2018)

Summary of Responsibilities: Lead and oversee all areas of program operation and development for North Country RIDE. Ensure compliance with applicable laws, regulations and PATH, International requirements. Oversee and administer employee and volunteer staffing. Oversee effective handling of equine resources, supplies and equipment. Administer financial record keeping and compliance. Develop and maintain positive relationships with the community NCR serves including clients, volunteers, donors and community representatives. Work in partnership with NCR's Board of Directors to develop and carry out NCR's mission.

Description of Responsibilities:

Administrative

- Ensure NCR operates in compliance with applicable laws and regulations
- Maintain and keep current appropriate licenses, insurance, etc.
- Maintain membership in and ensure compliance with PATH International standards
- Oversee appropriate facility maintenance and use, including winter storage

Staffing: NCR operates with a small staff and relies heavily on volunteers. The ED oversees both staffing and volunteer development.

- Serve as NCR's management representative and staff liaison to the Board of Directors
 - o Work in collaboration with the executive committee to determine current and future staffing requirements; review positions, performance and recommendations
 - o Review staffing status and needs regularly with NCR's Board to ensure staffing and volunteer levels meet client programming and operational needs; discuss concerns and potential solutions with the Board of Directors
- Develop and maintain Employee Handbook, periodically review and update job descriptions and oversee administrative staffing duties
- Hire and develop NCR volunteer/farm coordinator, instructors and other positions as approved by the Board of Directors; maintain current job descriptions and conduct periodic written performance appraisals, evaluate employee performance compared to established mission and performance criteria and provide feedback for growth and development
 - o Oversee selection and development of NCR volunteers including oversight of volunteer orientation program, safe operations, volunteer program effectiveness and volunteer program development across all areas of operation
 - o Oversee selection and development of NCR instructors; meet regularly with instructors to review program compliance, effectiveness and needs
 - o Coordinate staff responsibilities and meet with staff and/or key volunteers as needed to ensure alignment of efforts

Programming

- Oversee and coordinate with staff to ensure program effectiveness, development and alignment with NCR's mission; provide regular status reports to Board of Directors and coordinate with the Board of Directors regarding program recommendations, policies and changes
- Coordinate session schedules, program communication and marketing including session calendar, orientation sessions and offered content
- Maintain electronic client files including client forms, instructional progress and reports; maintain records and documentation necessary for program recaps, funding compliance and organizational annual reporting.
- Ensure client confidentiality practices and procedures are maintained
- Regularly monitor PATH, International policies, participate in appropriate PATH educational opportunities and keep informed about best practices

Equine Resources, Supplies and Equipment: NCR is unique in its relationship with equine partners who require regular care and oversight to ensure a safe, healthy and comfortable environment for both humans and horses. The ED has a special and important role to oversee this relationship through personal knowledge, with the help of owners and key volunteers, and with support from NCR's Board of Directors and committee structure.

- Oversee communication with owners, record-keeping, selection, coordination of care and transportation for NCR's herd (owned and boarded)
- Ensure appropriate care and handling of herd including regular watering, feeding and grooming; administration of medical needs; fit of harnesses, saddles and other tack; safety of fences and enclosures and other herd needs
- Ensure appropriate levels of supplies are kept to meet herd needs
- Work with volunteer/farm coordinator and instructors to ensure volunteers and clients understand and follow all policies related to safe and effective equine interaction
- On call as needed to respond to herd emergencies

Outreach and Fundraising: NCR's ED serves as the "face of the organization" and engages staff, volunteers and Board members to develop and maintain positive outreach and community relationships.

- Represent NCR at media, community and other special events; coordinate with Board members and others as needed to ensure representation at key events
- Oversee media development including web site, newsletters, flyers, event posters, social media and other marketing materials or communications to ensure alignment with NCR mission and programs
- Plan and administer grant writing efforts including developing relationships with grantors, agencies and foundations
- Develop fund raising strategies; solicit volunteers and oversee volunteer efforts to represent NCR and host special events

Budget and Finance

- With the Board Treasurer, ensures financial obligations are handled appropriately (taxes, audits, etc.)
- Coordinates timely billing with Board Treasurer

- Manages the accounting and payroll functions, and maintains fiscal expenditure responsibility and accountability to the Board of Directors
- Prepares the annual operating budget for Board approval each Fall
- Evaluates planned and unplanned financial impacts on the NCR program, the organization and provides options/recommendations to the NCR Board for implementing financial solutions

Required Qualifications

- Education beyond high school in an area related to NCRs mission
- Three to five years leadership experience at a director level or equivalent in complexity of responsibilities (leading through others in a fast-paced environment)
- Experience handling administrative duties including familiarity with accounting, staffing and operational areas
- Experience handling customer or client relationships including excellent written and oral communication skills

Preferred Qualifications: Additionally, the preferred candidate will have knowledge of or experience with the following.

- Non-profit organization leadership
- Equestrian habits and care
- Knowledge of and relationships within the Carlton and/or St. Louis County communities

Essential Job Functions: Ability to accomplish tasks independently and reach all areas of operation; reasonable accommodations will be made for individuals with disabilities