

Riverwood Therapeutic Riding Center

Job Title: Executive Director

Reports to: Board of Directors

Hours: Full Time

Salary: \$90 - \$95,000

Riverwood Therapeutic Riding Center (Riverwood) seeks an enthusiastic, energetic, passionate, and experienced Executive Director to provide visionary leadership to the organization. The Executive Director will play a key role in advancing Riverwood's mission of enhancing the lives of individuals with disabilities through equine-assisted activities and farm-based learning opportunities. The ideal candidate will have a strong background in nonprofit leadership, fundraising, and community engagement, with a deep commitment to serving individuals with disabilities.

Organizational Overview:

Riverwood Therapeutic Riding Center (<https://www.riverwoodtrc.org/>), founded in 1995, is a mid-size 501 (c)(3) nonprofit that provides quality, professional equine assisted activities and farm-based learning opportunities for both children and adults with disabilities.. Riverwood, a PATH Intl. (Professional Association of Therapeutic Horsemanship International) Premier Accredited center with nationally certified instructors, delivers Therapeutic Riding, Equine Assisted Mental Health and Community Based Learning programming to approximately seventy students each week. The staff of 13 employees and ten equines is supported by a volunteer corp approximately 80 people strong. The Executive Director is responsible for the oversight of the organization's administration, strategic planning, financial management, fundraising development and community outreach.

Key Responsibilities:

The Executive Director will:

- Develop and implement a comprehensive fundraising and development strategy to support Riverwood's mission and programs, including identifying new funding sources, cultivating relationships with donors, and overseeing grant writing and fundraising events.
- Lead a capital campaign to expand and improve Riverwood's facilities and programs, collaborating with the Board of Directors and external stakeholders. This involves setting campaign goals and strategies, engaging with major donors, and ensuring campaign success.
- Build and maintain relationships with community partners, donors, and stakeholders to increase awareness and support for Riverwood's programs. This includes representing Riverwood at community events, giving presentations, and engaging with local media.
- Provide strategic direction and oversight to staff and volunteers, fostering a positive and inclusive work environment. Responsibilities include hiring, training, and evaluating staff, as well as overseeing volunteer recruitment and management.
- Ensure fiscal responsibility and sustainability through effective financial management and budget oversight. This includes working closely with the Board of Directors to develop and monitor the annual budget, as well as ensuring compliance with financial regulations and reporting requirements.
- Work closely with staff to ensure compliance with PATH Intl. standards and guidelines, including overseeing the health, well-being, and training of the herd, and supervision of staff and volunteers involved in program delivery.

Qualifications:

- Bachelor's degree in a relevant field (Master's degree preferred)
- Minimum of 5 years of experience in nonprofit leadership and development
- Strong leadership and communication skills
- Experience with capital campaigns and major gift fundraising
- Demonstrated ability with budget development and financial management
- Proven track record of fostering a culture of continuous improvement and innovation
- Knowledge of equine-assisted activities and therapies and experience advocating for people with disabilities is a plus

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To Apply:

Please submit a resume and cover letter outlining your qualifications and interest in the position to riverwoodjobs@gmail.com.

Riverwood Therapeutic Riding Center is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.