New Kingdom Trailriders
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Sherrard, IL 61281
(309) 764-4220
www.nktriders.org

Executive Director

Date Revised:	**8/17/2021**
FLSA Classification:	**Exempt**
EEOC Category:	**Executive / Senior Level Official**
Reports to:	**Board of Directors**
Supervises:	**All Employees**

Role

The Executive Director position exists to provide successful organizational leadership, establish sound fundraising programs, administrative activities, and oversee operations, while working effectively with staff, board, and volunteers to strategically guide and grow the organization. The position is responsible for being the face of the organization and effectively building strong relationships with multiple constituencies, including donors, the community, the staff, and board of directors.

Primary Duties and Responsibilities

1. 25% Board Governance: Coordinate strategic planning, vision execution with the board of directors with a view to fulfill the organization's mission.
    i. Attending up to four committee meetings a month ensuring members are actively engaged and participating in organization activities.
    ii. Communicate the needs of the organization to the various committees keeping them informed, on task, and apprised of matters of interest.
    iii. Organize appropriate training for board of directors.

2. 25% Financial performance and resource development: successfully sources funds to ensure financial health of the organization.
    i. Submit budgets and proposals to the board directors with sound financial recommendations and communicate monthly financial variations.
    ii. Accurately track and record all income and expenses, record rider payments, and prepare and make deposits.
    iii. Responsible for fiscal management that generally includes operating within the approved budget, ensuring maximum utilization of resources.
    iv. Sources opportunities for grants and researches, prepares, writes, and submits proposals.

v. Solicits monetary support for the organization including organizing fundraising efforts and maintaining donor support and relationships.

3. 25% Organizational Operations and administration
   i. Supervise, collaborate, train, coach, and delegate duties to staff. Responsible for the hiring and retention of competent, qualified staff. Set expectations, track/approve hours worked and process payroll items as needed.
   ii. Establishes, policies and procedures that mitigate risk and optimize organizational efficiencies including compliance with all applicable local, state, and federal laws.
   iii. Ensure all PATH Int'l Standards are met with a view to maintain accreditation
   iv. Review and approve contracts for services – Oversee all projects and ensure successful, completed outcomes.

4. 15% Community Outreach – Responsible for the organizations public image
   i. Serve as spokesperson to riders, volunteers, staff, board, and community.
   ii. Successfully market the organization utilizing social media and other available platforms.
   iii. Builds relationships with individuals and organizations of influence in the community.

5. 10% Other duties as assigned

Preferred Qualifications, Knowledge, and Skills

- Bachelor's degree in related field, non-profit management education preferred.
- Minimum three years' non-profit management experience.
- Engaging public speaking skills with ability to communicate diplomatically and effectively.
- A successful track record of fundraising from multiple revenue sources that include the philanthropic, public, and private sectors.
- A proven track record in grant writing, development, website and social media management, marketing, publicity, and community relations.
- Must have minimum of three years' experience in working with a governing board, preferably in a non-profit environment.
- Experience in budget preparation and financial management.
- Ability to obtain and maintain a PATH Intl. membership. Equine experience preferred but not mandatory
- Reliable transportation and ability to work evenings and weekends as needed.
- Ability to leverage available technology to benefit organization including being proficient in Salesforce, QuickBooks, Microsoft office, Chimp Mail, and Dropbox

Physical Demands and Working Conditions

Sedentary work that may include sitting for long periods of time. Occasional repetitive motions moving objects up to 50 pounds and operating machinery and power tools.