



## Executive Director

**Role Description:** Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for Turning Point's staff, programs, expansion, and execution of its mission.

**Accountability:** This position reports to the Turning Point Board

**Classification:** The ED is a full-time, exempt position.

### Primary Responsibilities

#### *Leadership & Management:*

- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent oversight of finances, fundraising, communications, and systems to recommend timelines and resources needed to meet strategic goals
- Actively engage and energize Turning Point volunteers, staff, board members, event committees, participants, partnering organizations, and funders
- Collaborate with the Board of Directors to develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee, seek and build board involvement with strategic direction
- Lead, coach, develop, retain and recruit a high-performance staff/team, minimizing turnover and cultivating the Turning Point culture through ongoing training

#### *Operations & Program Planning & Implementation:*

- Responsible for the overall growth of the organization, ensuring that EAA/T program participation grows deep and wide (quantity and quality)
- Develop & implement effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents
- Develop and implement the strategic business planning process for organizational growth and expansion
- Develop systems and processes to meet PATH standards for documentation, risk management and student success
- Oversee care, feeding and scheduling of the herd and volunteer feed team
- Implement scheduling and record keeping for each semester's riders, volunteers, instructors, etc

#### *Financial Planning & Stewardship*

- Develop and implement an annual budget that is presented to and approved annually by the Board of Directors
- Expand revenue generating and fundraising activities to support existing program operations and expansion while simultaneously building retained earnings and savings
- Develop and implement a development plan to cultivate relationships with individual donors, corporations, and foundations to increase financial sustainability
- Responsible for the oversight of all fund development including: grant writing and reporting, special events, tributes, direct mail and email campaigns, and other donor-related activities and events
- Responsible for the overall stewardship of Turning Point's resources - people, animals, capital, facility and fiscal. Preparing invoices, deposits and reports to document transactions.

## Qualifications

The ED will be thoroughly committed to Turning Point's mission. All candidates should have proven leadership, coaching, and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Track record of effectively leading and scaling a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed