



Executive Director at Lift Me Up! Great Falls, Virginia

Position Description

Lift Me Up's Board of Directors is seeking an experienced, enthusiastic, and self-motivated professional to run this charitable non-profit which provides equine assisted services for individuals and groups. Key roles include non-profit administration, revenue generation (fundraising and grants), communications/website content management, program development, management of staff, finances, and properties/barn. The ED is supported by a barn manager, program director, finance professionals, barn staff, instructors, and volunteers.

Salary and Benefits

This is a full-time position with a salary range of \$70-\$85k, depending on the level of work experience and other qualifications. Medical insurance will be offered. Vacation is set at two weeks per year, and federal holidays are given as paid time off. This is a hybrid job, with time needed on site and time at events, both at the barn and externally.

Overall Qualifications:

Needed is a multifaceted and hands-on leader capable of handling many functions directly in the administration of the organization. The successful candidate will have:

- A high level of leadership skills.
- Managerial experience.
- Knowledge in the field of horsemanship and equine-assisted programs.
- Knowledge of non-profit administration.
- Fundraising experience.
- Strong communication skills, including problem solving, negotiating, and collaborating abilities.

For more information, contact us at LMUselectioncommittee@liftmeup.org.

Executive Director Position Summary

With the support of the Board of Directors, the Executive Director (ED) at Lift Me Up! (LMU) is responsible for the successful implementation of all aspects of LMU's programs and operations in accordance with its mission, including the development, management, supervision and evaluation of programs, fund development, fiscal management, facilities, personnel, marketing, and public relations. This position must cultivate a deep knowledge of the field as well as LMU's core programs, operations, business, and constituents. The ED is the face and voice of LMU and has the authority and responsibility to provide leadership to achieve the goals, objectives, and sustainable future of the organization.

The ED will work closely with the program director and staff to maintain the highest levels of service in the area of equine-assisted services including accreditation by PATH, benchmarking with other similar facilities and networking with appropriate professional organizations.

The ED works closely with the LMU Board of Directors to ensure that the Board's strategies, policies, and decisions are implemented.

Supervisory Relationships

The Executive Director reports directly to the President of the Board of Directors. The Executive Director is responsible for the supervision of all LMU staff and volunteers.

Essential Duties

1. Supports Board Governance

- Leads Lift Me Up in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Communicates effectively with the Board and provides, in a timely and accurate manner, all information necessary for the Board to perform its fiduciary duties and to make informed decisions.
- Works closely with the Board President to develop Board agendas, meeting materials, financial reports, and topics for discussion.
- Collaborates with the Board of Directors in the development and implementation of the Business/Strategic Plan.

- Oversees and informs the Board about employment, promotion, and disciplinary actions of employees.
- Serves on the Executive Committee and other board committees as necessary.

2. Financial Performance

- Submits to the Board a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Monitors all fiscal matters and ensure prudent and effective management of all resources.
- Maintains a complete awareness and thorough understanding of LMU's financial status.
- Develops appropriate metrics to guide the organization.
- Ensures and coordinates an effective annual independent audit.
- Reviews and approves expenditures for services to ensure the best value for LMU.

3. Overall Development and Fundraising

- Manages and leads annual Fundraising Plan.
- Manages regular contact with donors.
- Develops and distributes Annual Fund materials.
- Manages and implements all fundraising events.
- Develops and manages a regular communication plan for all donors
- Works to expand donor base.
- Identifies grants that are appropriate for LMU operations. Writes and submits grant proposals as well as tracks deadlines and submission of grants.
- Be active and visible in the community as the external relations/PR representative for LMU.

4. Personnel

- Responsible for the hiring and retention of competent, qualified staff, and if necessary, termination of employees.
- Provides ongoing supervision and periodic evaluation of direct reports and ensures ongoing supervision and periodic evaluation of all staff and volunteers.
- Ensures compliance with policies outlined in LMU's personnel manual.

- Promotes program staff continuing education and professional development.
- Recommends to the Board a staff compensation structure on an annual basis.
- Ensures compliance with all federal and state employment regulations and legal requirements.

5. Programs

- Ensures the general administrative, managerial, and technological procedures and systems necessary for effective daily operations.
- Supervises staff and systems to ensure:
 - The implementation of all LMU policies, programs, and appropriate use of the facilities, equines, and equipment.
 - Ongoing evaluation and improvement of all program components and services.
 - Effective and timely participant evaluation/orientation.
 - 'Safety first' culture is implemented at all levels through
 - Safe, effective, and respectful orientation training and supervision of volunteers and the maintenance of a volunteer workforce.
 - Delivery of safe, effective, and respectful equine assisted services.
 - Ensuring staff is knowledgeable and qualified to handle emergencies.
 - Ensuring facility is safe and well maintained.
 - Compliance with PATH International standards.
 - Effective, appropriate, and quality horse care, selection, schooling, scheduling, and retirement of LMU's program horses.
 - PATH Center Premier Accreditation and compliance with PATH Standards.
- Maintains relationships with clients and families.

6. Operational Oversight

- Responsible for effective administration of Lift Me Up's operations.
- Responsible for oversight of property (barn, houses, grounds).
- Responsible for completing and submitting annual renewals including PATH & United Way, insurance, state compliance documents, and independent audit and taxes.

- Responsible for signing all notes, agreements, and other instruments entered into on behalf of the organization in accordance with Board policies.

7. Marketing and Community Relations

- Participate in community activities and be the external face of LMU.
- Promote LMU as a leader in the field of therapeutic riding.
- Have an effective and user-friendly web presence.
- Promote the organization by social networking posts, printed materials, and e-newsletters.
- Serve as a point of contact for media and ensure appropriate contacts with the media.
- Completes and publishes an Annual Report for the organization.