

Position Title: Executive Director**Organization: Loudoun Therapeutic Riding Foundation****Position Overview**

The Executive Director is the public face of the Foundation and must be an articulate and thoughtful leader who will advocate successfully and passionately on behalf of our mission, and the individuals and communities we serve.

The Executive Director is responsible for ensuring the day-to-day management of the organization and financial growth to fulfill the operational goals and objectives. The Executive Director is also a collaborative and communicative leader who works closely with the Board of Directors, staff, volunteers, and other key stakeholders in accomplishing these goals.

Position Priorities

- Lead the organization and represent or designate an appropriate person in all aspects needed to fulfill our mission.
- Lead the activities as directed by the policies of the Board of Directors, including strategic planning, programmatic, budgetary, and administrative matters.
- Develop, oversee, and execute the fundraising strategy and activities to provide a greater level of philanthropic funding that will help ensure financial stability and scalability. This includes major gifts, new sources of income, safeguarding existing funding sources, cultivating prospective donors and grants, and empowering the board to leverage their resources, networks, and skills to raise funds.
- Grow and recruit new leadership for succession planning.
- Manage, delegate, and empower employees to be successful in their positions and cultivate a staff and volunteer culture based on trust, teamwork, transparency, and accountability.

If you are the right person for this opportunity, you will have:

- Bachelor's degree or equivalent work experience.
- 5+ years' experience in progressive management skills or Executive Director experience.
- Work-related experience in a nonprofit environment a plus.
- While not required, equine experience/background or experience/background with service animals helpful.
- Demonstrated ability to achieve results through strong leadership and management.
- Successful experience in managing staff and volunteers.
- Demonstrated competence in meeting and/or exceeding fundraising goals and accountability for campaign revenue aims, including grant funding acquisition.
- Highly effective organization, communication, negotiation, and interpersonal skills.

- Excellent time and project management skills.
- Proven skills in writing clear and concise reports and correspondence.
- Highly proficient in donor CRM, Microsoft Office Suite, Google Suite, and project management tools
- Demonstrated competence in developing and delivering professional presentations to a variety of audiences both in person and using virtual meeting technology. Must be a capable public speaker, with the ability to convey detailed and complex information tailored for the audience.
- Physically able to walk and climb stairs and lift 25 pounds.

About Loudoun Therapeutic Riding Foundation

Our Mission: We embrace the power of horse-assisted services to promote well-being and community inclusion for people with physical, cognitive, and mental health disabilities.

Founded in 1974, LTR is a nationally recognized/accredited center for equine assisted services. With nearly 500 participants a year, we serve individuals with physical, intellectual, and emotional challenges from across Loudoun County, VA, as well as from within the Washington Metropolitan Area. Our programs include therapeutic riding, adaptive carriage driving, equine facilitated learning, and equine services for heroes.

POSITION INFORMATION

Type: Full Time, Exempt

Compensation: \$70,000 (with potential for performance-based bonuses)

Benefits: Health Insurance, Personal Time Off (PTO)

Schedule: This is a full-time position which follows a 40-hour work week. Typical hours are Monday-Friday during daytime hours, with some work required on evenings, holidays, and weekends.

TO APPLY: Submit your **resume, cover letter, and application for employment to search@ltrf.org** (Please no phone calls.)

It is the policy of LTR to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information, or any other protected characteristic under applicable law.