

Kentucky Equine Adoption Center Executive Director Job Posting

The Kentucky Equine Adoption Center (KyEAC) is hiring an executive director. The KyEAC is located in Nicholasville, KY on a 72 acre farm that houses approximately 50 horses. All breeds of equines are accepted, and approximately 50% of the horses are Thoroughbreds. Nicholasville is located 20 minutes south of Lexington, KY which has all the amenities and services to be expected in a medium-sized city in “The Horse Capital of the World.” The KyEAC is a smoke-free, alcohol-free and drug-free workplace.

Role of Executive Director: To provide leadership and guidance to the governing board of the KyEAC, administer and manage all aspects of the organization, and speak on behalf of KyEAC as delegated by the elected president and governing board. This is a full-time, on-site position based at the Kentucky Equine Adoption Center (KyEAC).

Qualifications: Leadership ability with enthusiasm and vision for the organization and its mission. Experience in the nonprofit sector, including budgets and accounting, human resources, grant writing and fundraising. Interested in enhancing growth, future development, estate plans and corporate sponsorships. Excellent verbal and written communication skills. Demonstrated basic knowledge of equine management, including nutrition, behavior and training and veterinary care.

Responsibilities:

- Manage, evaluate and direct all operations, programs, and activities of the organization.
- Represent KyEAC to other organizations, the media and the public at large.
- Report to the board of directors in a timely fashion so that the board is fully informed of all KyEAC activities and developments which may affect KyEAC’s well-being. Enter into contracts on behalf of KyEAC with approval from the board of directors.
- Working with the Treasurer, prepare annual budget and assist with preparing monthly budgets.
- Approve financial disbursements and otherwise monitor financial and accounting activities of KyEAC. Make bank deposits and submit payroll.
- Hire, supervise, support and evaluate all staff, volunteers and interns.
- Create, review, supervise, support and evaluate all KyEAC programs with the approval of the board of directors, and recommend continuing education /training for staff and volunteers.
- Prepare reports, testimony, daily correspondence and other necessary material and communications.
- Ensure and prioritize the safety and well-being of all volunteers, interns, staff and equines. Oversight and approval of veterinary care decisions.
- Plan, promote and execute special events and seminars.
- Consult with Development Director to develop annual fundraising events and outreach/education.

Compensation: Salary range \$50,000-65,000, commensurate with qualifications and experience.

How to apply: Applicants will send resume and letter of intent to resumes@kyeac.org. References may be requested after initial screening of applicants.

Application deadline: January 3, 2022