



Secretariat Center

Secretariat Center
THE GOLD STANDARD IN THOROUGHBRED RESCHOOLING

Job Description - Executive Director

Summary:

The Executive Director is responsible for the leadership, oversight and management of the Secretariat Center Program (“Program”) and Equine operations. This position reports to the Board of Directors (“Board”). Summary of Executive Director responsibilities include:

- Provide leadership and direction for the Program, operations, staff, interns and volunteers.
- Work with the board to determine Program values, mission statement, strategic goals and financial targets.
- Establish short and long term goals in collaboration with the Board to deliver the strategic objectives and Program mission.
- Build and enrich alliances and partnerships with other organizations; community outreach.
- Ensure the effective management and care of the horses in the adoption Program.
- Enhance fundraising program.
- Provide regular updates and reports to the board.
- Provide direction and oversight for all Human Resources matters including staff management, recruiting, hiring, training, development, performance evaluations, etc.
- Develop and implement policies, processes and procedures for Program and staff.
- Ensure safety of all program human and equine participants or partners.

Executive Director responsibilities include:

Leadership, Strategic Planning and Organizational Development:

1. Provide overall leadership for the program.
2. Develop and enrich the Program, ethical culture and vision.
3. Work with Board to develop long range strategic direction for the organization and implement to achieve identified goals/targets and timelines.
4. Identify strategic opportunities and partnerships to enhance program viability, expansion, and realization of the mission.
5. Provide direction and guidance to staff regarding strategic goals and the implementation of new programs and initiatives.
6. Maintain a working knowledge of significant developments and trends in the field.
7. Provide leadership to for the superior care and training of equines in the program.

Fundraising:

1. In collaboration with Board, develop and execute an annual fundraising plan to ensure program viability and long term financial sustainability.
2. Develop and implement fundraising campaigns, special events, and sponsorships.
3. Meet established fundraising targets as directed by the Board.
4. Enhance and nurture positive working relationships with key stakeholders including horse and monetary donors, sponsors, business partners and adopters, etc.
5. Oversee the grant applications; achieve grant targets

Community Outreach/Public Relations/Marketing

1. Serve as chief spokesperson for all tours of the facility, speaking engagements, and interviews.
2. Further develop and strengthen ties with others in the Thoroughbred industry.
3. Direct all advocacy programs and curricula, including internships, volunteer efforts, demonstrations, clinics, special events, and lectures, in accordance with MMSC Board suggestions and under Board oversight.
4. Direct, oversee and further develop outreach to all previous adopters, potential horse and monetary donors and sponsors.

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5. Build and maintain sound working relationships and cooperative arrangements with community groups and organizations.
6. Represent the program and organization to agencies, organizations, and the general public.
7. Direct, develop and improve public relations efforts, communication strategies, online marketing efforts, digital newsletters and marketing materials, etc.

Program Administration

1. Oversee day to day program administration and operations including staff, equines, interns, volunteers, contracted labor, facility and equipment maintenance..
2. Develop program objectives and targets; work with staff to ensure Program meets objectives and targets.
3. Develop and implement an audit and continuous improvement program for staff and equine care / management.
4. Ensure effective policies, processes and procedures to support Program in compliance with various regulations and requirements applicable to a non profit 501 (c) 3 organization.
5. Provide oversight and structure for the selection of eligible equines, equine intake activity, equine assessment, training, care, health, safety, and the adoption process.
6. Create operational data and statistics to reflect program operations, achievements, areas of concern / opportunity and other relevant data to monitor effectiveness and financial stability of program.

Human Resources and Staff Management

1. Oversee all HR activity of staff, interns and volunteers including but not limited to recruitment, hiring, direct and indirect management of all personnel.
2. Development and revisions of job descriptions as needed. Oversee annual performance evaluations for all staff and feedback for volunteers and interns. Manage any corrective action or termination activity. Communicate with Board any concerns in staffing that arise.
3. Oversee and maintain policies to attract, train, maintain and ensure the safety of all staff, interns, volunteers and other personnel.
4. Prepare and maintain personnel policies and procedures as required.

Financial Management:

1. Oversee the Program's financial activity including budgeting, reporting and auditing in agreement with the Board and Finance committee.
2. Ensure adequate funds are available to meet current financial activity and commitments in agreement with the Finance committee.
3. Ensure adequate funds to maintain high standard of care for the equines in the program.
4. Monitor expenses and income; ensure compliance with financial requirements. Oversee external financial partners (bookkeeper, CPA, auditor, etc.).
5. Ensure annual audit, tax returns and other financial reports are completed timely and accurately.

Board Administration:

1. Determine values, mission, short and long term goals; identify new income opportunities for the Program in concert with the board.
2. Ensure Board is kept fully informed on the condition of the organization and all important factors influencing the organization.
3. Present quarterly updates to the board at quarterly Board meetings.
4. Attend Committee meetings as requested by the Committee Chairs.

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Executive Director Requirements:

- Bachelor's degree: required. Masters degree; MBA preferred.
- Previous 5-10 years non-profit industry knowledge required.
- Equine Non profit experience is strongly preferred.
- Equine management experience is preferred.
- Proven fund raising skills mandatory
- Previous Executive Leadership experience required.
- Knowledge of profit and loss, balance sheet, cash flow management, budgeting.
- Previous experience with Non Profit governance.
- Proven negotiation skills.
- Must be highly driven, keen problem solver, able to make decisive and difficult decisions in a fast paced environment, ability to work under pressure, delegate effectively.
- Strong leadership skills, entrepreneur, visionary, ability to challenge status quo to drive for future Program growth and staff development.

The Secretariat Center is an equal opportunity employer.