



## Executive Director

Special Methods in Learning Equine Skills, Inc. (SMILES), Darien, WI

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### POSITION SUMMARY

The Executive Director is the key leader of the SMILES organization. The Executive Director is responsible for the overall administration, programming, financial execution, operations, strategic planning, and development of the organization. This position will also be responsible for public relations, community outreach, fundraising, and marketing. The ideal Executive Director is an enterprising leader who exhibits talent, compassion, and motivation in working with all demographics of clients, external constituents, and the community. The Executive Director will embrace the culture of the SMILES organization, value the rich history, establish visionary goals, and propel the organization into the future. This position reports to the SMILES Board of Directors.

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### SMILES MISSION

SMILES transcends traditional therapeutic methods by offering individuals with special needs, of all ages, the joy of participating in an equine assisted program which provides social, emotional, physical, and personal rewards.

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### RESPONSIBILITIES:

1) **Board Governance:** Works with the Board of Directors to fulfill the organization's mission.

- Responsible for leading SMILES in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for attending Board meetings, communicating effectively with the Board, and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Responsible for preparing and presenting monthly reports, annual report, and annual budget to the Board of Directors.
- Responsible for accepting and completing duties assigned by the Board of Directors as needs indicate.
- Responsible for Board development by ensuring appropriate and adequate representation on the Board, as well as successful engagement.

2) **Financial Performance and Viability:** Develops and maintains resources to ensure the financial health of the organization.

- Responsible for the fiscal integrity of SMILES, including annual budget proposal and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintains the organization in a positive financial position.
- Responsible for fundraising, donor support (both financial and service), and developing other resources necessary to support the SMILES mission.
- Responsible for writing successful foundation grants and creating project budgets.

3) **Organization Mission and Strategy:** Works with the Board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach. Mission is to be carried out with integrity and an ethic of care.

- Responsible for implementation and evaluation processes of SMILES's programs and outcomes, which carry out the mission.
- Responsible for strategic planning to ensure that SMILES can successfully fulfill its mission into the future.
- Responsible for the enhancement of SMILES's image by being active and visible in the community, preparing and delivering presentations as an official spokesperson, and by working closely with other professionals, including civic and private organizations.
- Responsible for establishing and maintaining major collaborative relationships within the SMILES network of friends and supporters, including partnerships with United Way agencies.

4) **Organization Operations.** Oversees and implements appropriate resources to benefit the organization's operations.

- Responsible for efficient and effective operations.
- Responsible for the hiring, supervision, evaluation, and continuing education of staff.
- Responsible for ensuring compliance with all PATH International standards within all facets of the organization.
- Responsible for establishing a collaborative and team-like approach among employees and volunteers.
- Responsible for working with coordinators to develop and execute events and programs that promote awareness of the organization, drives donations and gift giving, while also increasing visibility within the community.
- Responsible for overseeing the audit, insurance, payroll, benefits, accreditation, recordkeeping, certifications, and memberships of the organization.
- Responsible to maintain and protect the premises, physical assets, and program resources to a high standard.
- Oversee improvements and expansion of facility.



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### Qualifications:

- Familiarity with, or motivation to gain understanding about, individuals with disabilities and/or special needs
- Basic equine knowledge or willingness to learn
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector
- Must embrace and value volunteerism
- Must have experience with successful grant writing and grant management
- Demonstrated ability to interface and engage with diverse volunteers, donor groups, outside agencies, education systems, and a network of caregivers
- Budget management skills including: budget preparation, analysis, and communication of financial needs to the Board of Directors
- Strong organizational abilities including: planning, delegating, program development, and task facilitation
- Ability to convey a vision of SMILES's strategic mission and future to Board of Directors, donors, staff, and volunteers
- Think critically and creatively to maximize funding resources and reduce expenditures
- Excellent motivational and collaborative skills
- Written, verbal, public speaking, and non-verbal communication skills that are appropriate, strong, and passionate
- Demonstrated ability to oversee, collaborate with, and value the SMILES staff and volunteers
- Established problem solving, critical thinking, and organizational skills
- Desire to explore advancing technologies to support and promote the SMILES organization
- Proficient in Microsoft Suite and Quick Books
- A valid Wisconsin driver's license

### Preferred Experience

- Minimum of three to five years of senior nonprofit management, supervisory, or related experience is preferred

### Education

- Bachelor's Degree in related field is required or commensurate work experience in said field will be considered

### Work Environment

- Ability to work in extreme cold/hot/humid weather conditions
- Requires working in public setting, in the office, at home, and other locations as needed
- Evening and weekend commitments are sometimes required
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions needed

### Physical Demands

- Ability to lift up to 35 lbs
- Periods of standing/walking on rough terrain and cement

### Other Duties as assigned

Please note this job description is not a complete list of all activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

### Benefits

A competitive health and retirement benefits package is offered.

### Contingencies

A background check and drug test will be administered prior to offering the position to a candidate.

### Application Deadline and Materials

Application reviews begin August 1, 2018. Committee reserves the right to review applications until the position is filled.

Please submit resume and cover letter outlining your skills, interests, and desire in applying for this position to the confidential email: [inquiries@smilestherapeuticriding.org](mailto:inquiries@smilestherapeuticriding.org)