



EMPLOYMENT OPPORTUNITY

Executive Director – PERMANENT FULL-TIME

Anticipated start date September 9th, 2024.

SARI Therapeutic Riding is a non-profit charitable organization that provides therapeutic equine programs for people with special needs.

SARI Therapeutic Riding is seeking a passionate and accomplished Executive Director to lead the organization. This role requires high standards of excellence in overseeing all operational aspects, including funding, program development, financial management, and staff supervision. The Executive Director will act as a motivational mentor, inspiring the team to do their best work. Additionally, this role collaborates with the Board of Directors to ensure the organization fulfills its mission effectively, and cultivates positive relationships with key stakeholders.

The ideal candidate will be a proven nonprofit leader with a strong track record of strategic thinking and execution, have superb communication skills, and be fully committed to achieving the organization's mission and goals.

Key Responsibilities:

Board of Director Relations:

- Collaborates with the Board of Directors to carry the mission, vision and strategic objectives of SARI;
- Attends all Board meetings, equipped with updated reports, and brings issues and policy recommendations forward in a timely manner for discussion and resolution;
- Reports to the Board of Directors regularly regarding the organization's operations, performance and risk at all levels.
- Develops and implements policies and procedures approved by the Board of Directors that support SARI's mission and goals;
- Drives SARI's mission through current and future strategic planning;
- Leverages the Board as needed to initiate, cultivate and extend relationships with SARI's individual, corporate and foundational supporters;
- Prepares Annual Report for the Annual General Meeting, and other reports as requested.

Leadership:

- Role-models and inspires leadership, teamwork, communication, trust and respect in order to maximize the potential impact of SARI's mission;
- Oversees the recruitment of Management staff, providing training, guidance, coaching, and support to help them succeed in their roles;
- Effectively manages direct reports performance, monitors workloads and ensures accountability;
- Directs the staff's implementation of, and compliance with, SARI policies;
- Fosters a culture of a teamwork and collaboration, encouraging staff members to contribute their unique perspectives and talents, in order to create a positive work environment;
- Ensures staff members are fulfilling their roles effectively, while providing regular feedback, through ongoing coaching and formal performance evaluations, to ensure they are meeting performance expectations and growing in their roles;
- Develops and implement staff development plans to support the ongoing growth and professional development of each team member;
- Models and promotes the organization's values and culture, setting a high standard for ethical and effective behavior in all interactions;
- Encourages staff pursuit of professional development and facilitates opportunities where possible.

Strategic Planning:

- Works with the Board of Directors and staff to develop and implement the organization's strategic plan;
- Creates operational goals to execute strategic plan objectives;
- Reviews and updates the strategic plan annually in conjunction with the Board of Directors;
- Ensures SARI's programs and activities align with the strategic plan and the organization's mission and values;
- Ensures risks and opportunities are identified and addressed in plans and operations.

Financial Management:

- Oversees the organization's financial management ensuring the organization is financially sound and operating for long-term sustainability;
- Develops and oversees the organization's annual budget with department Managers to ensure it aligns with the organization's goals and priorities;
- Ensures the organization has the funds to meet its annual goals, while monitoring progress and making adjustments as needed;
- Ensures accurate and timely financial reports are provided to the Board of Directors;
- Works with the Finance and Audit Committee to provide detailed financial analysis and reporting as needed;
- Facilitates the annual audit process;
- Maintains up-to-date knowledge of best practices in nonprofit financial management and ensures that the organization's financial policies and procedures comply with all relevant regulations and guidelines;
- Raises financial opportunities, challenges & recommendations to the Board of Directors in a timely manner.

Risk Management:

- Oversees insurance contracts, ensuring the organization has sufficient coverage for operations and facilities;

- Oversees the delivery of programs in collaboration with the Management team, ensuring programs meet contract requirements;
- Establishes accountability systems for maintenance of program standards and compliance with applicable laws, regulations and governing bodies of therapeutic horsemanship;
- Maintains alertness to potential issues or opportunities that may affect the organization and assesses and addresses issues ensuring a proactive position is taken;
- Formulates alternatives when managing risk through effective and efficient problem solving;
- Reduces the potential for injury or harm;
- Ensures real property is protected, maintained and not at risk;
- Controls both access to physical assets and online permissions of shared documents;
- Monitors potential for conflicts of interest to arise and addresses accordingly.

Funding and Development:

- With the support of the Fund Development Coordinator, leads the development and implementation of a comprehensive funding and development strategy that aligns with SARI's mission and goals, with a focus on securing grants to deliver effective and innovative programming;
- Identifies and cultivates relationships with funders, growing SARI's reputation as a robust, reliable partner;
- Works with the Board of Directors and other stakeholders to identify opportunities for growth and innovation and establish funding priorities and opportunities;
- Provides leadership and direction to staff and volunteers involved in funding and development activities, ensuring that all efforts align with the organization's goals and priorities;
- Maintains up-to-date knowledge of best practices in nonprofit funding and development, and works collaboratively with the Board of Directors and other stakeholders to continuously improve the organization's funding efforts.

Program Development and Management:

- Develops and implements a planning process to identify programs that align with the organization's mission and goals, ensuring that programs are effective, efficient, and meet the needs of the SARI's participants and the community served;
- Partners with the Program Manager, managing the day-to-day operation of programs, working with staff to ensure that programs are executed with excellence and create the most impact for the mission of SARI;
- Evaluates program outcomes on an ongoing basis, using data and feedback from stakeholders to make adjustments and improvements as needed;
- Expands programs and services as appropriate to fulfill SARI's mission;
- Ensures compliance with all relevant regulations and guidelines, legal requirements and ethical standards.

STEWARDSHIP

- Communicates the organization's mission and its meaningful contributions through facilitating dialogue with participants, caregivers, volunteers, donors and the community at large;
- Serves as the face of SARI and actively participates in external events and speaking engagements to increase visibility, credibility and develop strategic partnerships in order to increase community awareness and expand programming;

- Implements a communication plan that informs the community of activities and direction of the organization;
- Establishes and maintains contact with key individuals in local government, other non-profit agencies and the business sector to further agency's public image and reputation;
- Maintains existing, and creates new relationships with suppliers, for operational support to ensure optimum return on SARI expenses;
- Assesses potential threats to the organization's brand, and reputations;
- Demonstrates a sincere sense of dedication to the mission of SARI.

Qualifications:

- Bachelor's degree in a relevant field (e.g., nonprofit management, business administration). Masters Preferred;
- Equine experience and/or PATH certification an asset;
- Minimum of 5 years leadership experience in nonprofit management or a related field;
- Strong leadership, communication, and interpersonal skills;
- Experience in process improvement;
- Excellent written & verbal communication skills with proven interpersonal ability;
- Demonstrated experience in funding and development;
- Demonstrated confidence in planning and implementing major fundraising events;
- Ability to work collaboratively with staff, Board of Directors, funders, and other stakeholders.

Salary: \$65,000 to \$80,000 per annum

Benefits: The successful candidate will receive four weeks paid vacation as well as a comprehensive benefits plan via a health care spending account.

Hours: Monday to Friday - 40 hours per week with occasional evening and weekend requirements.

Work Location: SARI Therapeutic Riding, 12659 Medway Rd., Arva, ON N0M 1C0

Closing date: 4pm on Friday August 18, 2024

E-mail cover letter and resume to: boardchair@sari.ca

Or mail to: Board Chair
SARI Therapeutic Riding
12659 Medway Rd
Arva, ON N0M 1C0

SARI is an equal opportunity employer and encourages applications from individuals from diverse backgrounds and individuals with disabilities. Accommodations provided in the interview process for those who identify a need. Only candidates selected for an interview will be contacted.