

Stable Hands

HEARTS, HANDS AND HORSES - BUILDING DREAMS, CHANGING LIVES

We're Hiring!



Executive Director

Stable Hands is a **non-profit organization** in Siskiyou County that teaches adapted horseback riding to empower individuals in our community to overcome physical, mental and emotional challenges. We are seeking an Executive Director to **oversee our programs, manage our business processes, lead fundraising efforts, and foster public relations**. This is an excellent opportunity for an individual with managerial experience who is interested in a **part-time position** that will allow him\her to **make a difference** in the lives of those in our community who have unique needs. We have people to work with our participants and horses; we're now looking for the ideal individual to lead and guide our organization to new levels of service.

<http://www.stablehands.org/employment>

Mission Statement

At Stable Hands, we teach adaptive horseback riding to empower individuals in our community to overcome physical, mental and emotional challenges.

Therapeutic Horsemanship

Our carefully selected horses and specially trained volunteers assist our certified therapeutic riding instructors in providing a challenging activity in a safe environment. Our lessons are held in an outdoor facility on private property. Horsemanship activities in the great outdoors provides individuals with disabilities, access to Nature and all the benefits of fresh air, sunshine and breezes.

Therapeutic horsemanship activities include grooming, saddling, leading and warm up activities on the ground as well as mounted riding lessons in small groups. The benefits of therapeutic horsemanship are improvements in strength, balance, confidence, communication and social skills.



Horses Helping Heroes



At Stable Hands, we help military Veterans who have sustained a physical or mental injury, illness or wound to recover strength and confidence while developing horsemanship skills. This program is built on the foundation of Veteran peer support and utilizes the camaraderie between Servicemen and women to provide a healing environment. Trained Veteran volunteers assist with each session.

Executive Director Job Description

Overview

Under the direction of the Board of Directors, the Executive Director oversees the operation of the Stable Hands' programs and facilities, manages its regular business processes, and engages in fundraising and public relations activities.

Key Responsibilities

Oversee the Operation of Stable Hand's Programs and Facilities (30%)

- Supervise the work of the Program Manager to implement Therapeutic Horsemanship programs
- Confirm all programs meet or exceed all Premier Accredited Center requirements established by the Professional Association of Therapeutic Horsemanship (PATH)
- Ensure that all programs are implemented to achieve Stable Hand's goals and objectives in accordance with the board's policies, guidelines, and budget.
- Resolve safety issues as soon as they arise.
- Manage the Facility User Agreement, including coordinating scheduling and management of the facility with the land owners.
- Verify that facilities are properly maintained, sufficiently secured, adequately insured, and appropriately used.
- Confirm compliance with applicable federal and state laws and regulations as well as Board of Directors' policies and procedures.
- Conduct mediation\conflict resolution between staff, volunteers, program participants and\or parents as needed.

Manage Regular Business Processes (30%)

- Direct the work of the Administrative Assistant.
- Conduct regularly scheduled staff meetings.
- Oversee the recruitment, hiring and termination of staff.
- Perform periodic staff evaluations and supervise professional development.
- In conjunction with the Board of Directors, develop and manage the annual budget.
- Manage all of the organization's income and expenses in accordance with the approved budget.
- Ensure that Stable Hands' assets, such as tack and equipment, are properly inventoried, maintained, stored and, when necessary, discarded.
- Work with both the Board of Directors and staff to develop and update the organization's strategic plan, monitor progress towards established goals, and look for opportunities to improve and expand programs.

Perform Fundraising and Foster Public Relations (40%)

- Represent the organization to the public and other organizations.
- With assistance from fundraising committees, plan, market and execute fundraising activities and events.
- Cultivate donor relationships through recognition and regular communications.
- Identify grant opportunities, apply for potential grants, and ensure compliance with any awarded grant requirements.
- Perform marketing activities, including public events, to promote awareness of Stable Hands within the community.

Desirable Qualifications

- Ability to take initiative and work independently
- Robust organizational skills
- Capacity to multitask and meet multiple deadlines
- Solid oral and written communication skills
- Aptitude for interacting well with people of diverse backgrounds
- Attuned to sensitive situations and the importance of confidentiality
- Strong personal computing and Microsoft Office skills

Desired Experience

- Managing programs and business processes
- Fundraising activities and events
- Supervising staff
- Creating and managing budgets and executing accounting processes
- Work within a non-profit organization
- Possession of a current driver's license and proof of vehicle insurance

Schedule

This position averages 20 hours\week, depending on the season. More hours may be required when sessions are running, fewer when they are not. One benefit of this position is a flexible schedule.

Compensation

This position pays \$30-35 per hour\ \$31,200-36,400 annually, depending on qualifications and experience.

How to Apply

If you are interested in helping our organization fulfill its mission, please send a cover letter and resume to:
jobs@stablehands.org