

Shangri-La Therapeutic Academy of Riding (STAR) is seeking an Executive Director due to an upcoming retirement. The Executive Director will be responsible for the day-to-day working of the organization and holding forth its vision and values while making decisions for the good of the program including selection and management of staff. The Executive Director will also serve as the spokesperson for the organization and will actively promote the program within and around the Knoxville community and the 9 counties the organization serves.

Job Duties and Responsibilities to include:

STAFF

Recruit, hire and development of staff including yearly evaluations, terminations if necessary and employee relations.

BUSINESS OPERATIONS

Manage all internal operations and day-to-day functions including setting the master calendar and creating the annual report. Work with Program Director on facility activities, rentals and communications with parents and clients/riders. Monitor operations to ensure compliance with regulatory and legal requirements including signing of contracts. Identify potential risks and opportunities to protect business interests.

BOARD

Work closely with the STAR Board of Directors including attending all board and committee meetings. Conduct orientation of new board members, review succession planning, and keep records of the corporation.

FINANCES AND FUND RAISING

Creation of annual budget and management of financial operations within budget. Responsible for approving expenditures and signing all checks. Assist with fund raising and grant writing including proofing, editing and signing all grants and letters. Identify sources of funding and regularly meet with all level of donors including direct asks. Develop and manage key donor relationships and attend all fundraisers.

COMMUNITY ENGAGEMENT

Represent the organization at social and corporate events. Schedule speaking engagements and be the “storyteller” for the organization. Schedule and conduct facility tours as requested.

FACILITY

Approve any new building projects, additions or major repairs and maintain list of maintenance/building projects.

PATH International

Ensure organization meets PATH international accreditation standards and maintains annual membership and maintain active personal membership with PATH.

SKILLS & QUALIFICATIONS

- Minimum of a bachelor's degree (Business, non-profit or related field) with advanced education and/or certification a plus
- Previous nonprofit management experience
- Experience in fundraising and grant writing
- Strong financial management skills (budget, reporting, analytics)
- Skilled in community relationships and relationship building
- Event planning and management

Salary Range: \$110-110k

To Apply: Resumes and inquiries can be sent to Careers@greenmeadowspartners.com