

Executive Director Position Description

For True Vine Equestrian Center

JOB RESPONSIBILITIES

- Report to and work closely with the TVEC Board of Directors (BOD), specifically with the President of the BOD, to seek their involvement in policy decisions, fundraising and to increase the overall visibility of True Vine Equestrian Center (TVEC).
- Attend board meetings as directed by the TVEC BOD.
- Oversee and work together with TVEC staff.
- Oversee TVEC staff meetings.
- Evaluate TVEC staff to determine their effectiveness, provide opportunities for training, and encourage spiritual growth.
- Recruit, interview, and hire needed TVEC staff with BOD approval.
- Oversee the Program Director (PD). Give guidance on program implementation. Evaluate PD responsibilities. Find and provide educational opportunities for the PD. Encourage spiritual growth. Help with conflict resolutions when necessary.
- Oversee committee teams (financial, technology, fundraising teams).
- Work with TVEC BOD to establish and review all policies and procedures.
- Oversee enforcement of all policies and procedures.
- Work with the finance team to plan and oversee annual budget and other areas of financial concern.
- Be actively involved with fundraising, marketing and grant writing to help provide the revenue needed to run TVEC. Help plan fundraising events. Visit churches and businesses.
- Oversee social media and other advertising opportunities.
- Establish relationships with other like-minded organizations to share TVEC mission and create partnerships.

PROFESSIONAL QUALIFICATIONS NEEDED

- Five or more years nonprofit ministry management leadership experience.
- Transparent and high integrity leadership.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning. Ability to envision and convey the organization's ministry future to the staff, board, volunteers and donors.
- Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.
- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and like-minded organizations including donors, partner agencies and volunteers.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.

SPIRITUAL QUALIFICATIONS REQUIRED

- Having a true, genuine, maturing, personal relationship with the Lord Jesus Christ.
- Having a true servant leader's heart demonstrated in attitudes and actions.
- Established daily prayer and Bible reading, ready to share what God is teaching.
- Be a student of God's word.
- Established regular church attender.
- Demonstrating Spiritual Leadership qualifications found in I Timothy.
- Having the ability to share the Gospel and make disciples.
- Having the ability to handle and instruct others in conflict in a godly manner as instructed by Matthew 18.