



Job Description
Executive Director

Date Approved: December 2025

JOB TITLE	Executive Director
JOB DESCRIPTION:	Oversee operations of the organization and supervision of managers and directors that report to the position. Ensure we achieve organizational goals while delivering the best service to our clients.
ACCOUNTABILITY:	This position reports to the Board of Directors
REPORTS TO THIS POSITION:	Clinical Director, Development Director, Farm Manager, Marketing Coordinator
SALARY:	\$40,000/year – expected 20 hours per week

The Executive Director is the Chief Executive Officer of In Step With Horses, Inc. The Executive Director reports to the Board of Directors and is responsible for the organization's consistent achievement of its mission and financial objectives.

In program development and administration, the Executive Director will:

1. Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
2. Provide leadership in developing organizational and financial plans with the Board of Directors and staff and carry out plans and policies authorized by the board.
3. Promote active participation by volunteers in appropriate areas of the organization's work.
4. Maintain official records and documents, and ensure compliance with federal, state, and local regulations.
5. Maintain a working knowledge of significant developments and trends in the field on mental health and equestrian therapeutic practices.
6. Oversee clinical operations of the farm including staff, animal care and maintenance of the farm's buildings and equipment
7. Work closely with the former/interim Executive Director to ensure a smooth transition of responsibilities and transfer of organizational documents

In communications, the Executive Director will:

1. See that the board is kept fully informed on the condition of the organization and important factors influencing it.
2. Publicize the activities of the organization, its programs, and goals.
3. Establish sound working relationships and cooperative arrangements with community groups and organizations.
4. Represent the programs and point of view of the organization to agencies, organizations, and the general public.

In conjunction with staff, the Executive Director will:

1. Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
2. Ensure that job descriptions are regularly updated, that regular performance evaluations are held, and that sound human resource practices are in place.
3. Create, revise, and follow a major contingencies policy with a plan for organizational succession.
4. Encourage staff development and education and assist program staff in relating their specialized work to the mission program goals-of the organization.
5. Maintain a climate which attracts, keeps, and motivates a diverse staff with the talent and skills that the organization needs to thrive and grow.

In budget and finance, the Executive Director will:

1. Be responsible for developing and maintaining sound financial practices.
2. Meet substantial fundraising goals, in partnership with the Development Director and Board of Directors through grants, corporate sponsorships, and other fundraising activities.
3. Work with the Director of Development, Finance Committee, and the board in preparing a budget; see that the organization operates within budget guidelines.
4. Ensure that adequate funds are available to permit the organization to carry out its work.
5. Lead and work with the staff for the responsible and fiscal management of the barn as well as the well-being of our animal herd.
6. Effectively manage our expenses in coordination with the Clinical Director to determine appropriate use of funds and bookkeeper to track all expenditures.

7. Jointly, with the executive committee of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

EXPECTED HOURS: This is a part-time position, expected hours/week: 20

This position is expected to grow into a full-time position as the organization grows.

QUALIFICATIONS:

- A minimum of bachelor's degree in area of nonprofit management, business administration, farm/facility management or similar degree
- 5+ years of senior management experience of a nonprofit or for-profit organization
- Experience in creating and managing within budgets
- Strong network in NE Ohio region
- Strong fundraising experience
- Experience in direct personnel management of 5 - 10 or more employees
- Entrepreneurial mindset, with innovative approach to business planning
- Dynamic and charismatic team player who enjoys being the public face of the organization

ADDITIONAL INFORMATION ABOUT THIS POSITION:

We are a small and nimble organization. Team members wear many hats and support each other. We are an open, culturally-competent, LGBTQ+ affirming and trauma informed practice.

This is an opportunity for someone who wants to help grow the organization. You will need a positive attitude toward change and challenges, and you must be self-directed, flexible, meet deadlines and work independently. We are looking for someone who can take initiative but keep the Board of Directors informed on decisions that impact the organization including operational changes, organizational assets and obligations. Expected to attend board meetings every two months.