

Job Title: Executive Director
Reports To: Board of Directors
Salary: Salary plus commission

Send resume to:
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Position Summary

The Executive Director of the Finger Lakes Thoroughbred Adoption Program (FLTAP) is responsible for overseeing the organization's consistent achievement of its vision, mission, and financial objectives. The Executive Director is responsible for planning, organizing, managing, and supervising all aspects of the operations. The Executive Director must work effectively in a team environment and interact well with community organizations.

Essential Duties and Responsibilities:

- Pursue and incorporate additional revenue sources through a variety of fundraising events, consistent with the mission of the organization.
- Responsible for developing and maintaining sound financial practices and operate within budget guidelines.
- Establish a corporate sponsorship for ongoing expenses such as grain/feed
- Develop, interpret, and implement policies and procedures relating to adoptions, veterinary services, animal welfare and education.
- Responsible for researching, writing and applying for grants.
- Develop and coordinate a marketing and community relation strategy.
- Ensure all FLTAP policies and procedures are being followed, including compliance with Federal, State, and local laws.
- Prepare and present monthly reports to the FLTAP board on all activities, events, grants.
- Oversee administrative, financial and program operations along with all personnel matters
- Recruit, develop, and manage an active volunteer program. Assure volunteers attend fundraising events.
- Prioritize, organize, and handle multiple tasks simultaneously.
- Work within tight deadlines frequently.
- Ability to work with a flexible schedule.
- Provide leadership to others through example and sharing of knowledge and skill.
- Understand the goals and vision of the organization, and demonstrate commitment to those goals in terms of individual and team performance.
- Ability to understand and plan for the trends and events that can influence the organizations success.
- Provide leadership in developing programs, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
- This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time

Education and Experience

- Minimum of five (5) years management experience in Public Relations, Communications or management of a not for profit organization preferably for the care of horses.
- Proven successful track record in fundraising and the ability to cultivate prosperous relationships with the fund raising community
- Superior guest service abilities required.

- Excellent oral communication and management skills, .
- Ability to analyze data and make decisions in a timely manner
- Exceptional interpersonal and leadership skills required.
- Experiencing in writing grants

Related Skills

- Executive level experience in leading a nonprofit organization
- Experiencing in researching, writing and applying for grants.
- Public speaking, strong community networking
- Excellent verbal and written skills that reveal an ability to communicate with and make presentations to various community organizations.

Additional Information

- Local, regional and national travel as deemed necessary
- Able to carry up to 40 pounds occasionally
- Flexible schedule including weekends as needed